TIR Electronic Pre-Declaration

(IRU TIR-EPD)

TIR Carnet Holder User Manual

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I. INTRODUCTION

This Manual describes the use of the TIR-EPD application available to TIR carnet holders on the site https://tirepd.iru.org/. In order to obtain access to TIR-EPD application, please contact your issuing Association.

TIR-EPD is an application, enabling TIR carnet holders to submit free-of-charge electronic pre-declarations to customs authorities in different countries in one click. With TIR-EPD, customs authorities are able to confirm that the pre-declaration was submitted by an authorised TIR carnet holder and that the TIR carnet is valid. This exchange of advance information facilitates pre-arrival risk analysis and makes border crossings simpler, safer and faster.

A. System requirements

User workstations should conform to the minimum standards required by the TIR–EPD application, which are:

- Internet connection: Permanent High Speed Connection (ADSL)
- Web Browser:
    - Microsoft Internet Explorer 8, 9,10 and 11
    - Mozilla Firefox version 19 and above
    - Google Chrome version 25 and above
    - Opera: version 12 and above

B. Primary features available to your company users

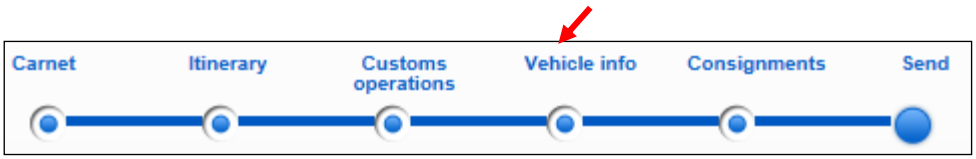
- Create, edit and view your company profile
- Manage the application users at your company level
- **Submit TIR-EPD to customs authorities**
- Grant permission to your Association to submit pre-declarations on your behalf
- Use the features of pre-declaration messaging to/from respective customs authorities.
- View and print out the printable version of the pre-declaration and TIR-EPD pass.
- Print out CMR note.

C. TIR-EPD application conventions

- **Mandatory fields** are marked with a star .
- "***Edit***" button signifies **View** and **Edit** functions.
- "***Delete***" button signifies **Delete** function.
- "***Delete draft***" button signifies the function of deleting draft TIR-EPD in progress.
- ***"Add"*** button signifies **Add** function.
- ***"Duplicate"*** button signifies the function, enabling to use certain TIR-EPD as a template for creating a new one or to copy the information of the goods item to use it for another goods item (if the data is similar).
- ***"Actions"*** button opens the list of certain further actions for the TIR-EPD sent.
- - log out from the application.

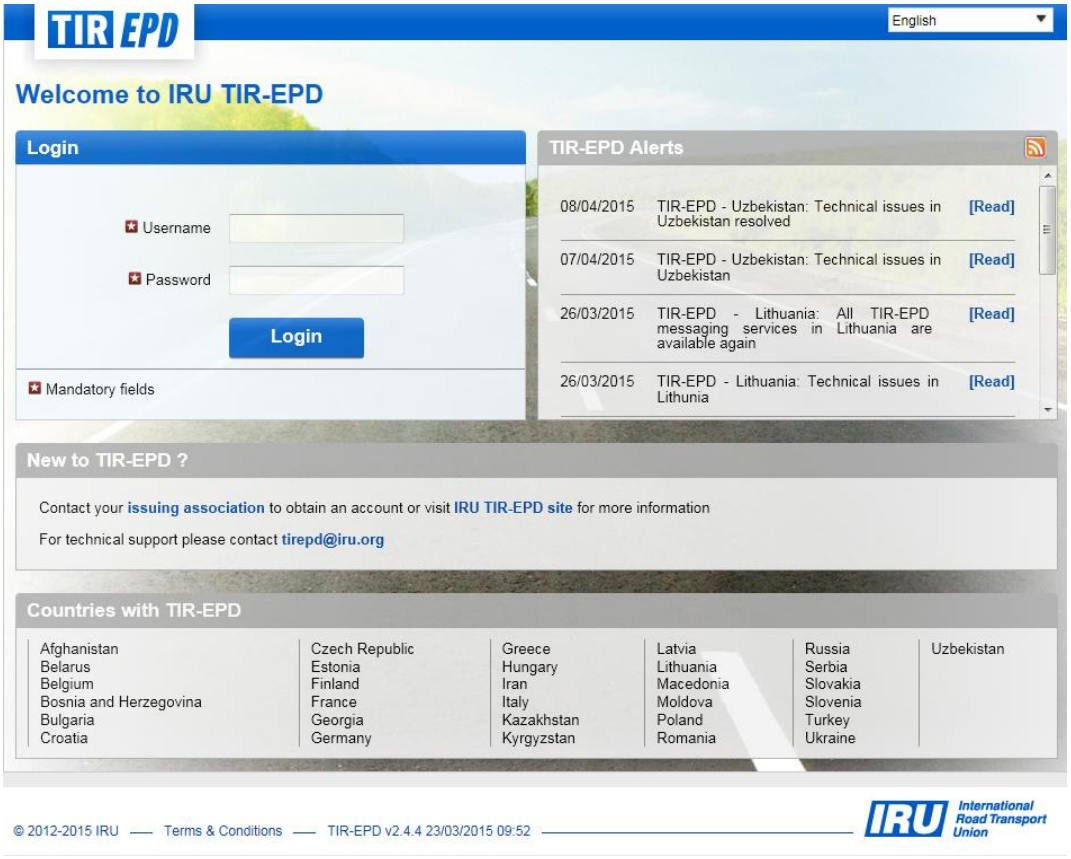
D. Other useful information

- The language of the interface can be changed from any screen of the application at any step. When the language is switched in the process of EPD filling, the information, which has been already entered, will be saved.
- In the process of filling TIR-EPD you can return to the previous steps either by pressing the ***Previous*** button or by clicking on the required step in the progress-bar. In case of choosing the progress-bar to jump to one of the previous steps, the information entered in all the passed steps will be saved except for the unsaved information entered in the last step, from which you decided to return to one of the previous pages.



II. LOG IN TO TIR-EPD

To connect to TIR-EPD, enter the following address to your Internet browser https://tirepd.iru.org/. The screen ***Welcome to IRU TIR-EPD*** appears.



On this screen you can view ***TIR-EPD Alerts*** – important updates related to the functioning of the TIR-EPD application.

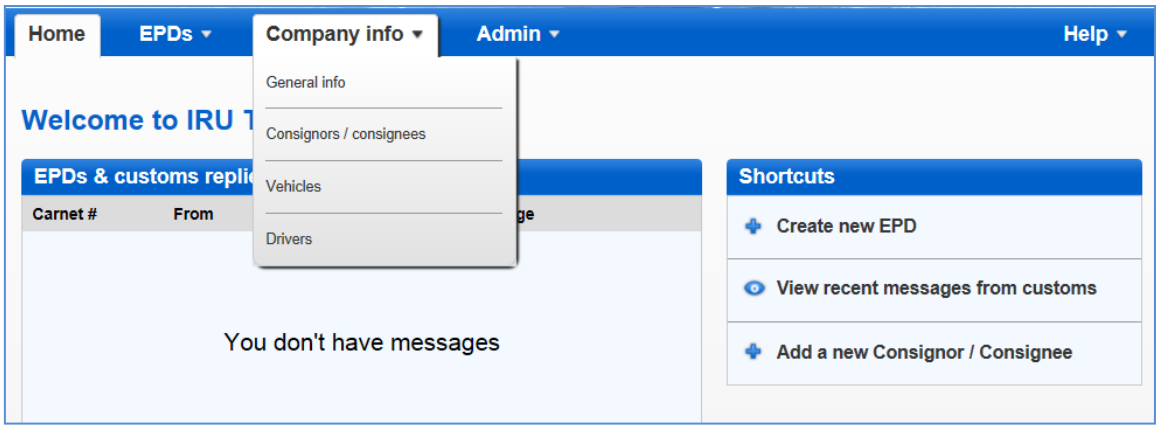
On this and any other screen you can choose the interface **language** (in the right upper corner).

1. Enter your ***User Name***.
2. Enter your ***Password.***
3. Click on ***Login*.**

You are now logged in and can view your TIR-EPD home page.

III. VIEW YOUR COMPANY PROFILE

Move your cursor to ***Company Info*** and select ***General Info*** to view your company profile**.**

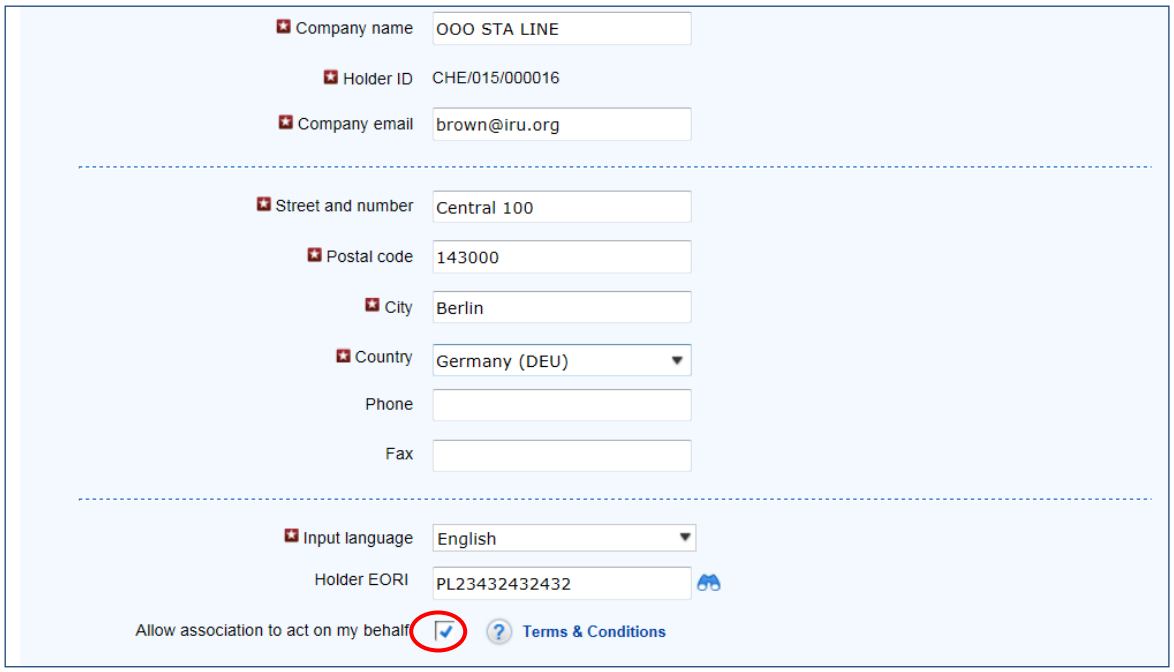


Please make sure that your company information is correct. A mismatch between the data in your pre-declaration and that in your TIR Carnet may result in rejection of your TIR-EPD by the customs officer at the border.

Indicate your EORI number, if any, and it will be used automatically for the pre-declarations sent to the European Union. The validity of the entered EORI number will be checked automatically against the European Commission EORI database and an appropriate notification message concerning the EORI validity will be displayed. You can also verify the correctness of your EORI number by clicking on the binocular icon next to the ***Holder EORI*** field, which will redirect you to the official site of Taxation and Customs Union.

In case you have indicated your company's EORI number, please, make sure that the company information indicated in the TIR-EPD application corresponds to the information in the EC EORI database, in case of mismatch your EPD may be rejected.

On the ***General Info*** page you can also indicate if you authorise your association to submit TIR-EPD on your behalf by checking the box ***Allow association to act on my behalf***.



IV. MANAGE YOUR DATABASE

By moving the cursor to ***Company Info*** you can choose ***Consignors / consignees, Vehicles*** and ***Drivers*** in order to create or update the respective entries in your database, which you can then use when submitting TIR-EPD.

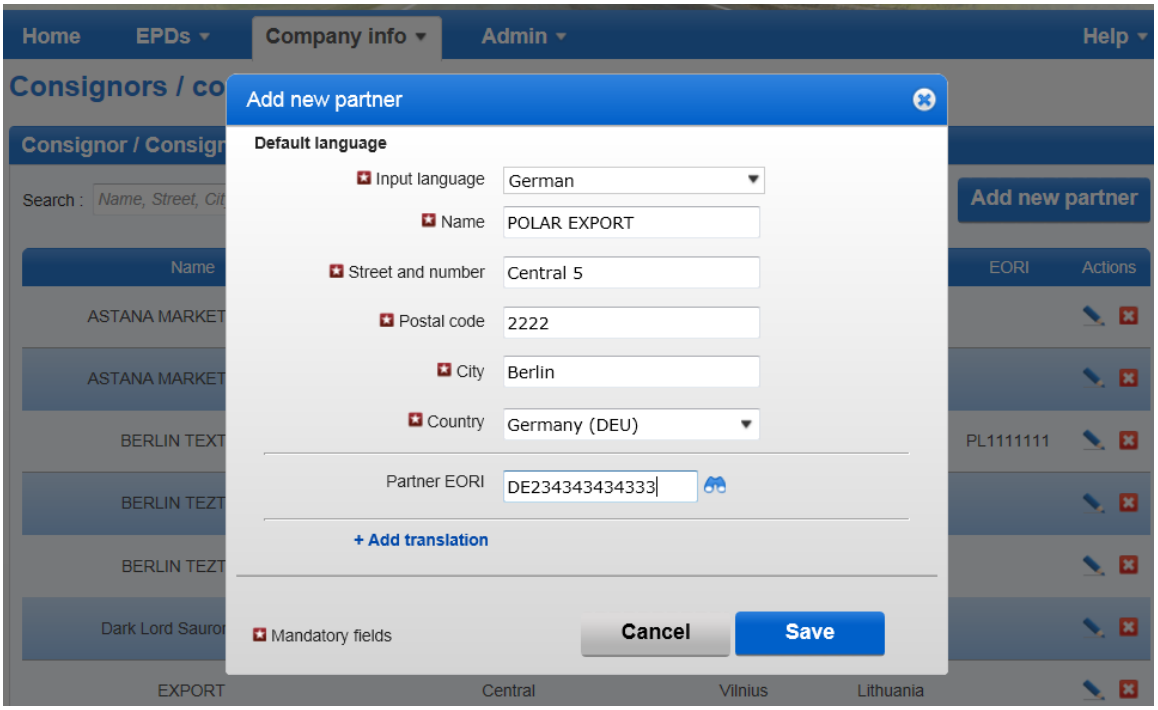
Here we will consider the case of adding and updating a consignor. The same principle applies for adding and updating vehicles and drivers.

1. Move the cursor to ***Company Info*** and select ***Consignors / consignees*.**

2. Click on ***Add new partner***:

3. Fill in the required information in the ***Add new partner*** window. On this screen you can also check the correctness of EORI number.

   Please, make sure that the consignor/consignee information indicated in the TIR-EPD application corresponds to the information contained in the EC EORI database, in case of mismatch your EPD may be rejected.



4. If you know that you might require the consignor / consignee details in both Latin and Cyrillic characters for submitting TIR-EPD to the countries of the Eurasian Customs Union of Armenia, Belarus, Kazakhstan, Kyrgyzstan and the Russian Federation, it is recommended that you click on ***+Add translation*** and enter the same information in other characters too.

5. Click on ***Save*** button.

Once the entry is saved you can edit or delete it by clicking on "***Edit***" and "***Delete***" icons, respectively, against this entry.

V. TIR-EPD OPERATIONS

Note: The TIR carnet holder details and the details of the TIR transport included in TIR-EPD must match the respective information indicated in the TIR carnet. A mismatch between the data in your pre-declaration and that in your TIR Carnet may result in rejection of your TIR-EPD by the customs officer at the border.

TIR-EPD application allows the following operations:

1. Create and send pre-declarations. These pre-declarations can be created by

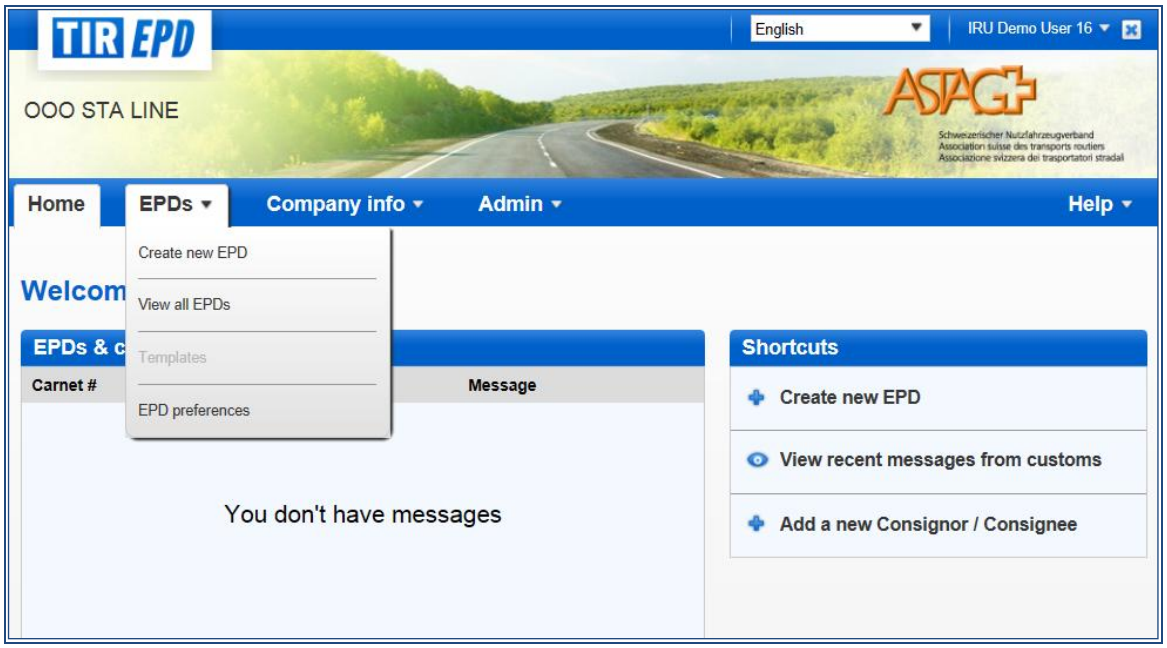
   a. entering all data for the first time, or

   b. using a previously sent pre-declaration as a template, thus minimising data entry when the content of the new pre-declaration is similar to the one sent previously;

2. View messages from Customs concerning submitted pre-declarations,;
3. Search and view previous and new messages;
4. Access EPDs dashboard to view unsent TIR-EPDs, new messages from Customs and TIR-EPDs, for which customs messages are anticipated but not yet received.
5. Receive e-mails at the e-mail address entered in your company profile with messages received from the customs and with the content of messages you have sent to customs.
6. View and print out the TIR-EPDs sent to customs authorities.
7. Print out TIR-EPD pass for the countries where TIR-EPD was submitted for presenting it to customs authorities
8. Print out CMR based on the TIR-EPD information.

A. Create and submit TIR-EPD

On the main screen move the cursor to ***EPDs*** and select ***Create new EPD***, or use the respective shortcut.



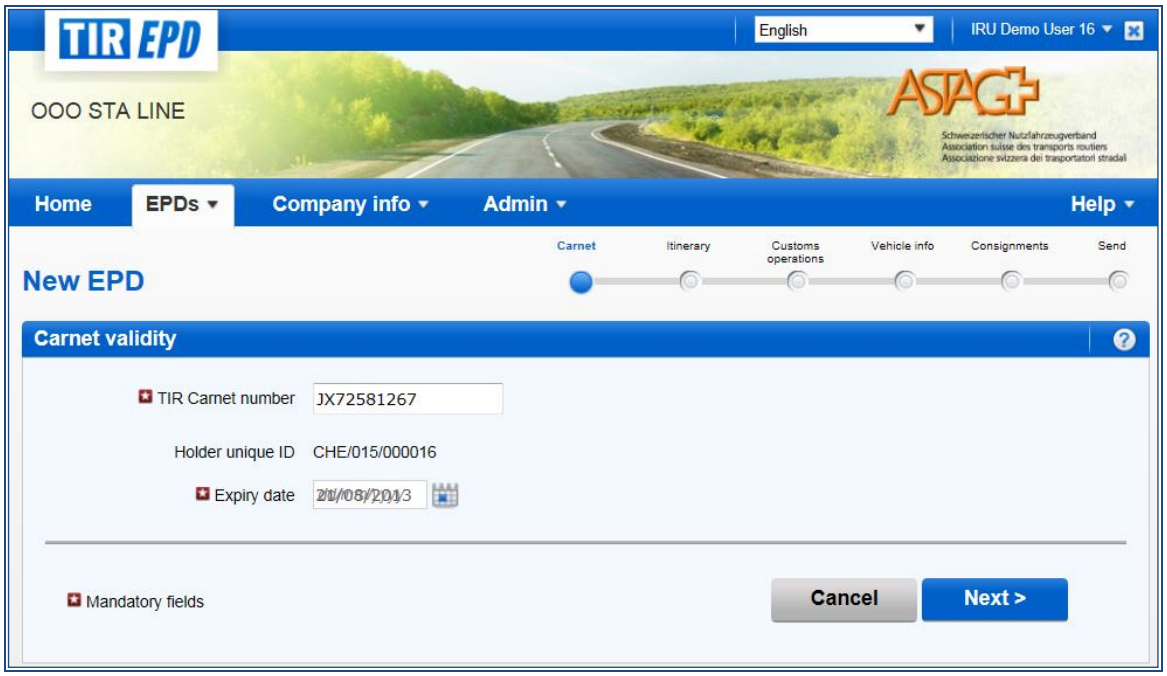
Step One: Carnet

Enter TIR carnet number and its expiry date.

Note:

- *If you enter incorrect TIR Carnet number, the respective field will be highlighted red. You can proceed only after you enter valid TIR carnet number and its expiry date*.

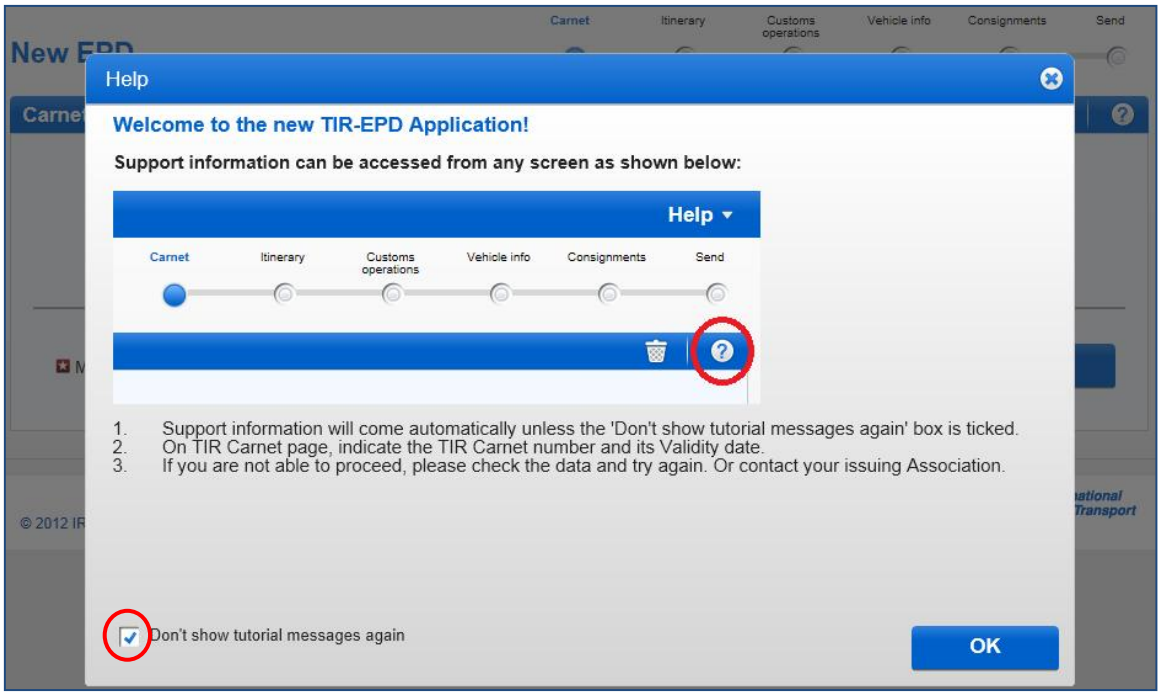
- *The separators of date, month and year in the date format follow the regional settings for the interface language. If you choose the date from the calendar, the regional format is used automatically. If you enter the date manually, either use the separators according to the regional settings of the interface language (e.g. for English – dd/mm/yyyy), or enter the date without separators (ddmmyyyy) and they will be inserted automatically.*



If you are unable to proceed, please verify your data and try again. If the information is still not accepted as correct, please contact your Association.

Note: *Starting from this step, you can refer to the support information by clicking on the question icon on each screen.*

*Besides, the auxiliary help screen with instructions related to each step opens by default if you run the application for the first time. You can deactivate these auxiliary screens by checking the box "**Don't show tutorial messages again**":*

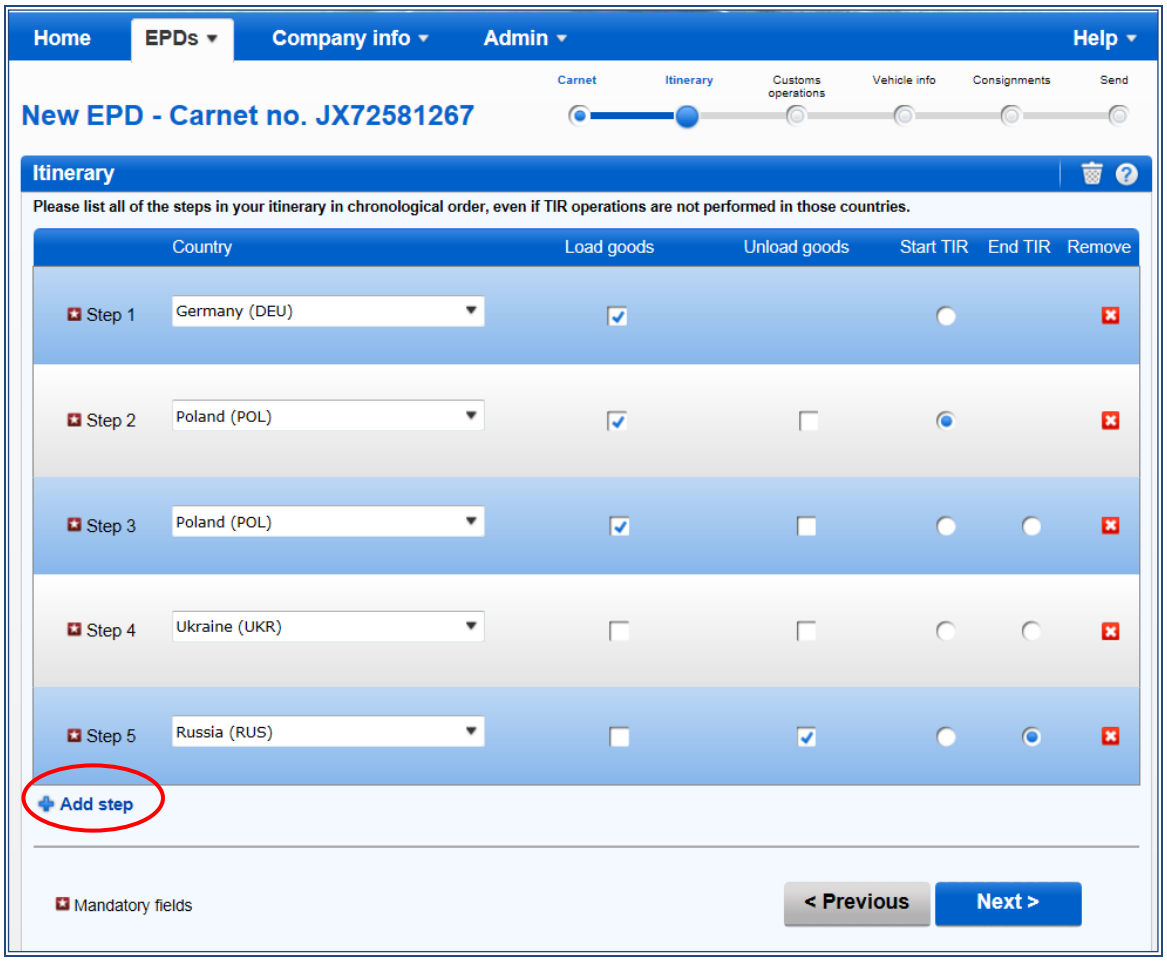

Help
Welcome to the new TIR-EPD Application!
Support information can be accessed from any screen as shown below:
Help
Carnet
Itinerary
Customs operations
Vehicle info
Consignments
Send
1. Support information will come automatically unless the 'Don't show tutorial messages again' box is ticked.
2. On TIR Carnet page, indicate the TIR Carnet number and its Validity date.
3. If you are not able to proceed, please check the data and try again. Or contact your issuing Association.
Don't show tutorial messages again
OK

Step Two: Itinerary

On the ***Itinerary*** page enter all the countries of your itinerary in chronological order, from the first loading to the last unloading (even if those are not performed under TIR procedure). List all the countries of your itinerary, including transit countries. Indicate Start and End of TIR operation, and all places of loading and unloading. *In line with the TIR Convention the total number of customs offices of departure and destination for the TIR procedure cannot exceed four.*

If you have more than one loading or unloading operation in the same country, please list this country as many times as necessary, as shown in the example below.

By default there are the fields for 2 steps on this page. You can click on ***+Add step*** every time you want to add one more step. When a step is added, ***Unload goods*** and ***EndTIR*** will be placed automatically on the last step. It is recommended to first indicate the full itinerary and then to check the appropriate boxes for ***Load goods / Unload goods / Start TIR / End TIR***.



In the example above, the goods were loaded in Germany and the TIR operation was opened in Poland. Besides, in Poland there were 2 loading places. Ukraine was the country en route, and in Russia the goods were unloaded and the TIR operation was terminated.

Based on this information the TIR-EPD application will calculate, to the customs offices of which countries TIR-EPD is to be submitted, as well as all mandatory information required by the customs authorities of these countries.

Useful tips:

- *Start typing the first letters of the country or its 3 letter ISO code and the application will give you suggestions in the automatically appearing drop-down list under the field.*

- *If according to the letters entered there is only one country proposed by the automatic search, you can leave the field and it will be filled automatically.*

Note: You must enter all countries of your itinerary, which implies that the countries in 2 consequent steps have a common border. If by mistake you missed a country in your itinerary, the application will display the following reminder:

Warning: Invalid itinerary countries!
Warning: The following countries of your itinerary do not have common borders:
Russia (RUS) -> Turkey (TUR)
Please ensure that you have listed all the countries of your journey.
Don't show this warning message again
Correct itinerary
Continue anyway
Step 1
Step 2
Add step

You can correct your itinerary or continue by keeping the chosen itinerary; however, this can affect the automatic choice of the Volet number on the next page.
If part of your journey is made by boat and goes through the countries, indicated in the warning, you may click on ***Continue anyway***.

Step Three: Customs Operations

On the ***Customs operations*** page select the customs offices in the fields proposed by the application according to your itinerary. The operations, for which it is possible to create EPD have ***Send EPD*** check box. In case you do not want to send TIR-EPD to a certain country, you can uncheck the respective box on the left. If the box against the respective line in the ***Send EPD*** column is checked, this means that the TIR-EPD will be sent to the customs authorities of the respective country.

A customs operation in countries within the same customs union is represented as a single line.

Carnet page numbers are calculated automatically. In case of any discrepancies, please verify your itinerary on the previous page.

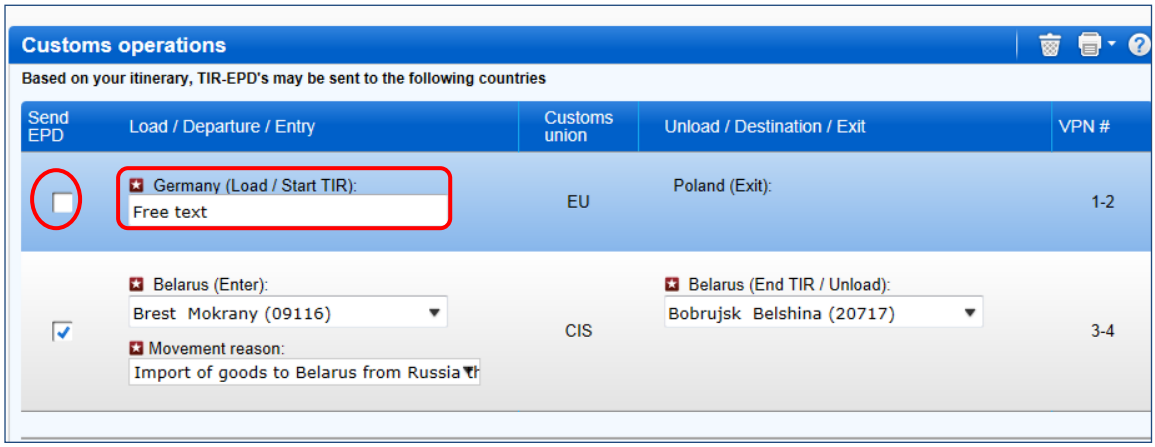
Please select the Customs Offices where it is mandatory.

If the line with the place of loading or unloading does not have the ***Send EPD*** check box, you may put the free text as a value in the respective customs office field, as in the example below.

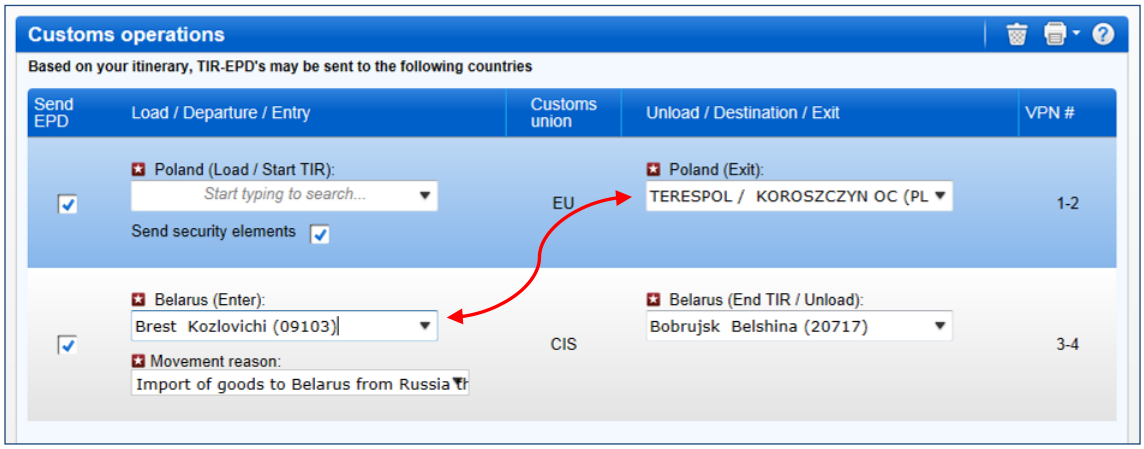
For certain countries in your itinerary you will be also proposed to select the movement reason in the ***Movement reason*** field under the respective customs office. The ***Movement reason*** field will be filled in automatically by the application based on the entered itinerary for all countries where the field is required except for Belarus. You can change the automatically entered values at any time.

Notes:

1. Free text is allowed in any place of loading / unloading if the Send EPD mark is inactive or absent for this customs operation. The possibility to select the customs office from the dropdown list (auto complete) is available only if the Send EPD mark is active:



2. Upon completion of the customs office of exit from a country, the application fills in automatically the customs office of entry to next country / union, and vice versa, if:
   - the EPD data base has information about such connection
   - the field of the customs office of entry (exit) is empty and active:



At any time, you may select any other Customs Office in Exit / Entry fields.

Useful tips:

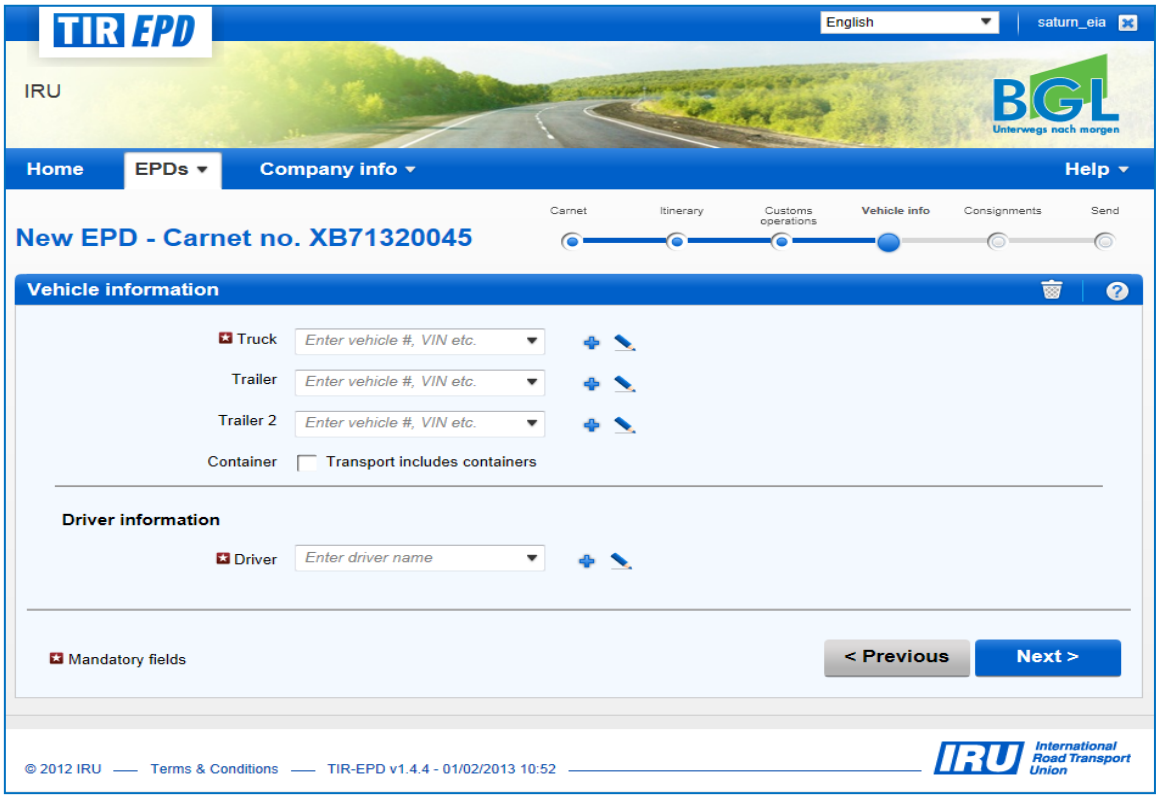
- *Start typing the first letters of the customs office name or its code and the application will give you suggestions in the automatically appearing drop-down list under the field.*

- *If according to the data entered there is only one customs office proposed by the automatic search, you can leave the field and it will be filled automatically.*

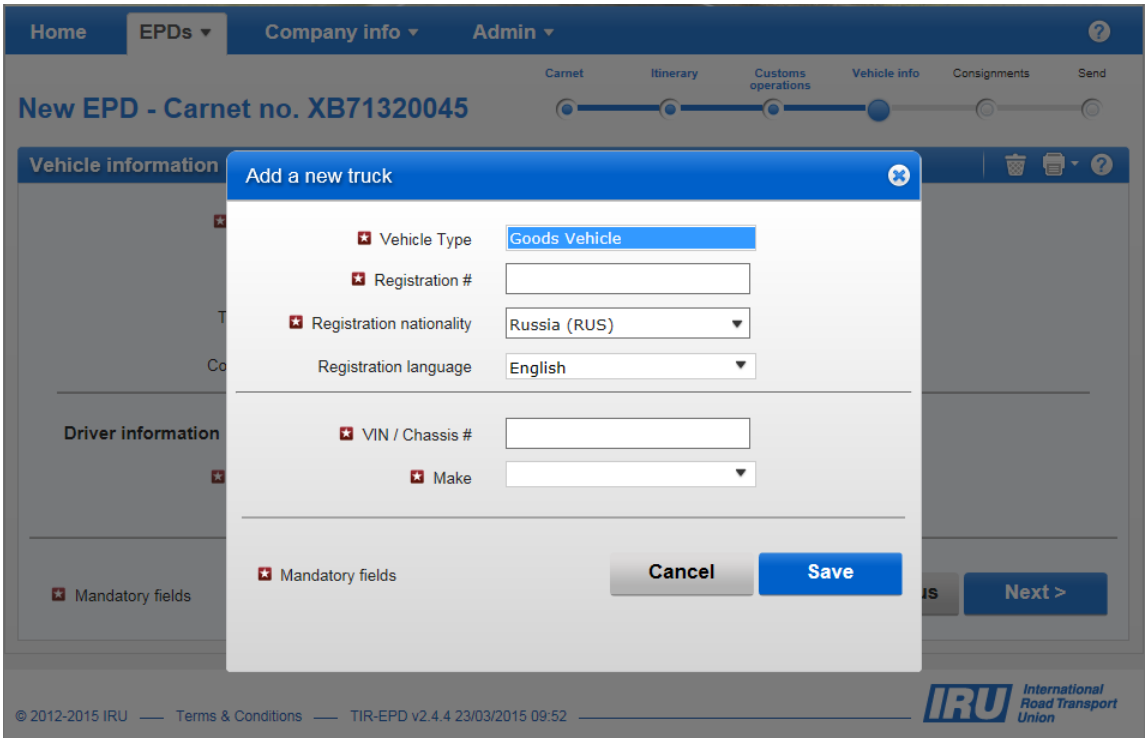
Step Four: Vehicle Information

On the next page you will be asked to enter the vehicle information and, for certain countries, the driver information, in the scope required by those countries of your itinerary, where TIR-EPD is being sent.

If you want to choose a previously saved vehicle / trailer, start typing the vehicle plate number or VIN. The application will display the search results in the drop-down list.



If you want to add a new vehicle or edit the data of an existing vehicle, use the appropriate icons next to the field - ***Add*** or ***Edit***. If you choose to add a new vehicle, a window will open, where you can enter the vehicle information.



In the same way fill the trailer / semi-trailer information (if applicable). When entering the trailer/semi-trailer details, please choose the appropriate vehicle type – *trailer* or *semi-trailer.*

Check the box ***Container***, if you have a container. This will open the field ***Container registration number.*** If you have several containers, you can add more by clicking on ***+Add container***.

The driver field appears only if you send the EPD to a country, which requires this element.

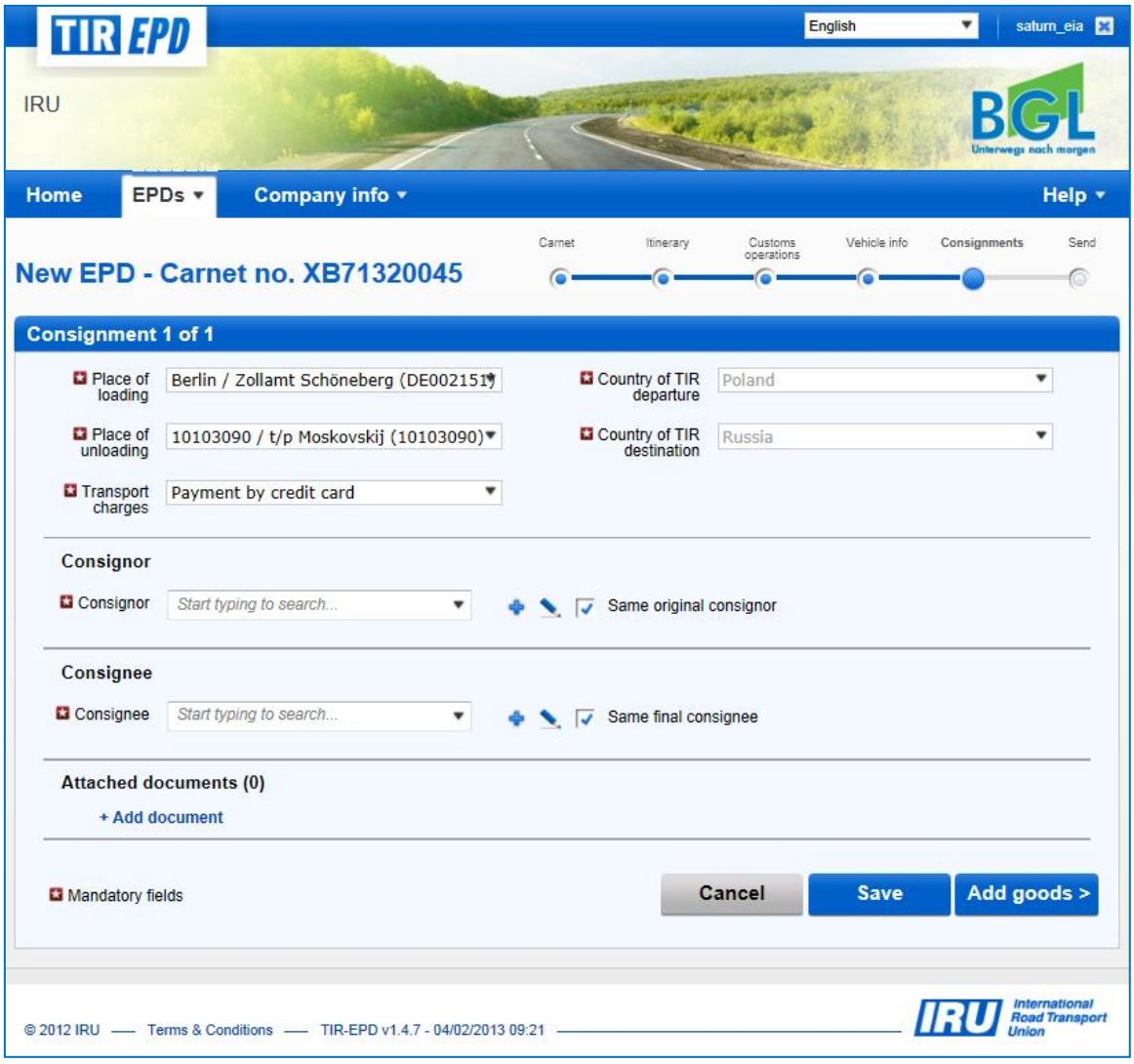
The same principle as for the vehicle information applies for filling the driver's information on this page. If you want to choose a previously saved driver, start typing his last, first or middle name. The application will display the search results in the drop-down list.

If you add a new driver, his nationality is offered by default based on the country of your company profile. However, you are free to change it. New driver or vehicle added will be saved for future use.

Step Five: Consignment

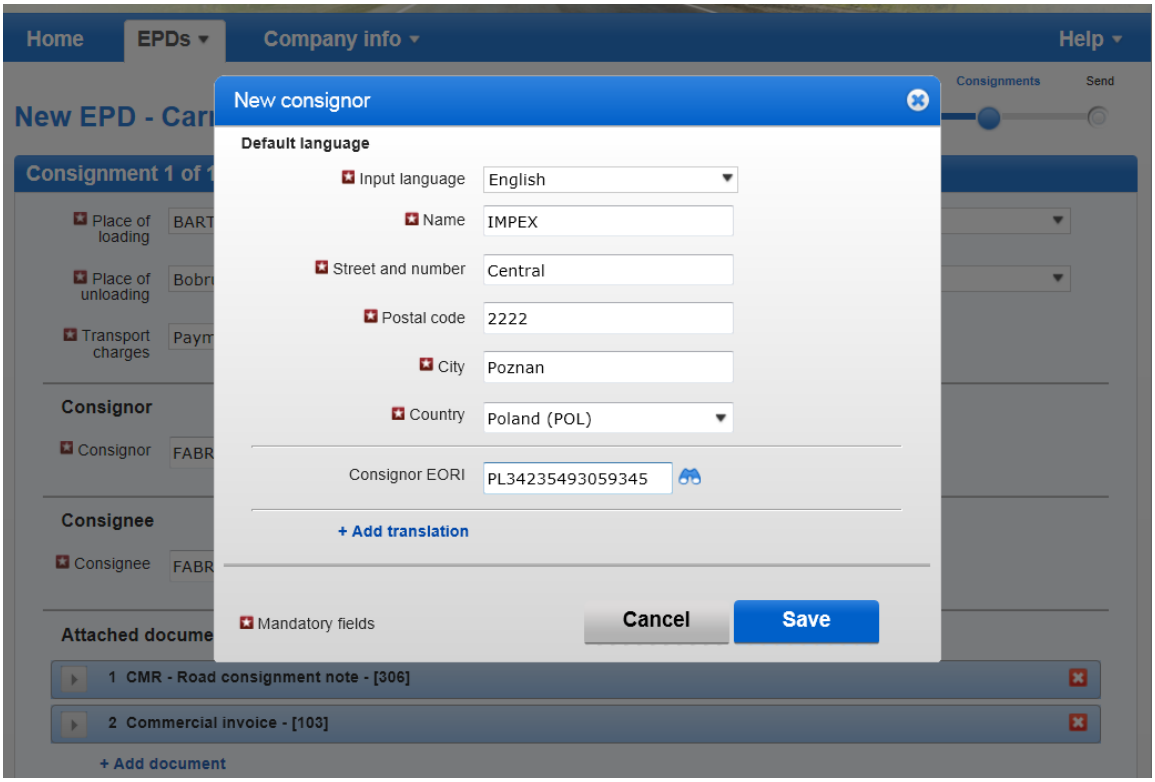
By clicking on ***Next*****,** you proceed to the next step, where you will have to enter the consignment information. The data entry here is organised on consignment and goods item basis. One consignment means one or more goods items, which are transported from the same consignor to the same consignee under one CMR. When the information is entered at the consignment level, it is related to all goods items within this consignment.

On the ***Consignment page*** the upper four fields (***Place of loading, Place of unloading, Country of TIR departure*** and ***Country of TIR destination***) are filled automatically based on the information entered on the ***Itinerary*** and ***Customs operation*** pages. However, if you have several loading/unloading places, this implies that you will form more than one consignment, and in this case you can choose the place of loading/unloading from the drop-down list, whereas the respective country will be displayed automatically once you choose the place of loading/unloading for this consignment.



The same principle as for the vehicle's and driver's information on the previous screen applies for choosing/adding and editing ***Consignor*** and ***Consignee*** on the following screen. In addition, the window for entering a new consignor / consignee gives a possibility of adding translation into Russian (Cyrillic) by clicking on ***+Add translation***, which is especially useful for the cases when TIR-EPD should be sent both to a country of the Eurasian Customs Union and any other country. It is also possible to make the main entry in Russian (Cyrillic) and then use English (or any other language with the use of Latin characters) when adding translation. Once the translation is added, it is also possible to remove it by clicking on ***-Remove translation***.

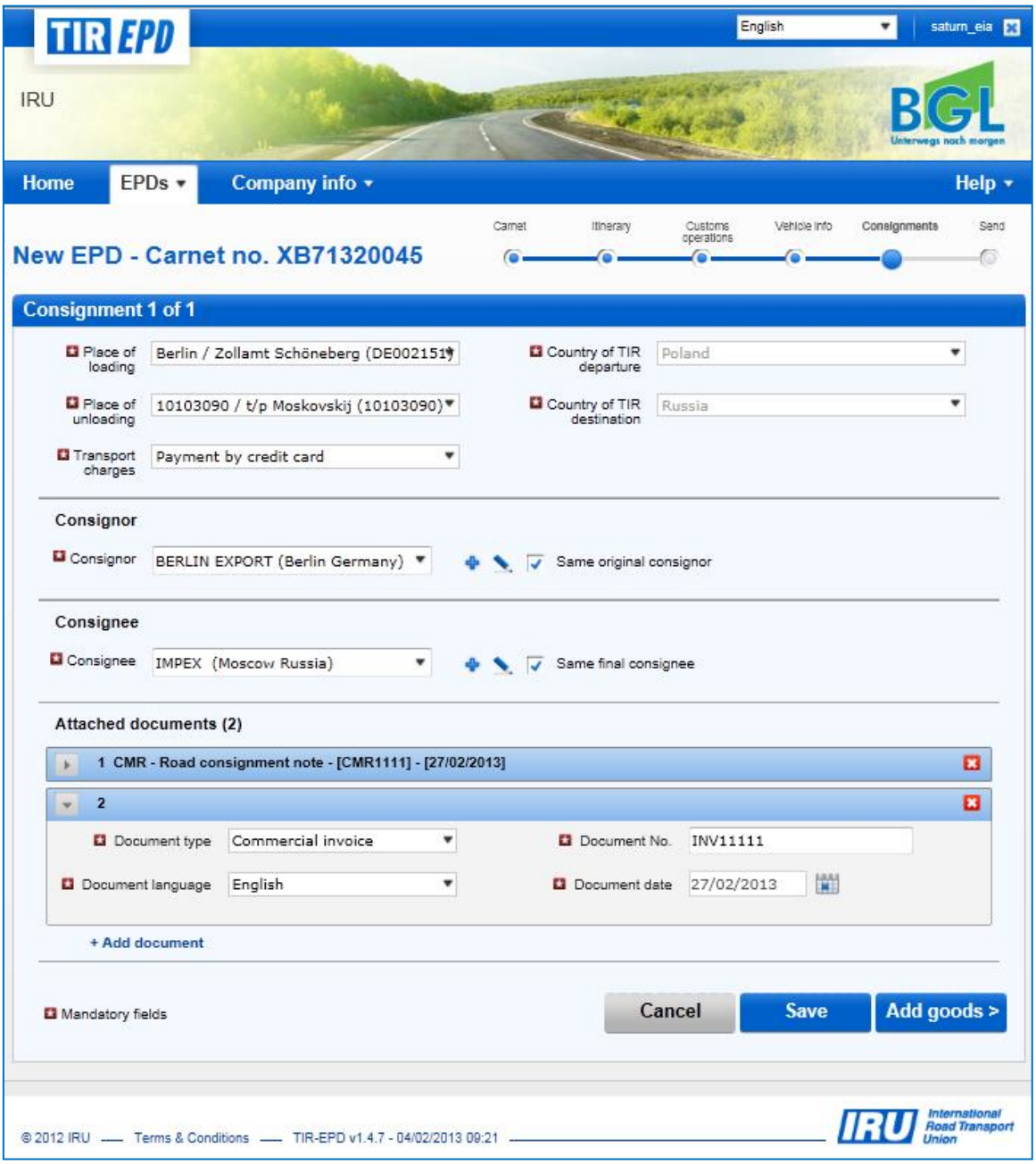
The correctness of the consignor/consignee EORI number will be verified automatically against the European Commission database and an appropriate notification message will be displayed. You can also verify the correctness of the consignor/consignee EORI number by clicking on the binocular icon next to the ***Consignor/Consignee EORI*** field, which will redirect you to the official site of Taxation and Customs Union.



Besides, if your itinerary includes an EU country, the boxes ***Same original consignor*** and ***Same final consignee*** are shown on this page (see above). They are checked by default. If your original consignor / final consignor are not the same as consignor / consignee, respectively, uncheck this box(-es), following which the fields for ***Original consignor*** and ***Final consignee*** will appear, where you shall enter the data using the same principle for selecting / adding and editing data as described above.

In the same section indicate the documents, which cover all goods items in your consignment. If there are any documents, related to a particular goods item of the consignment, they can be added further at the goods items level. By clicking on ***Add document*** you will open the respective part for filling the attached document data. If you want to add another document, click on ***+Add document***. When finished adding attached documents, you can click either on ***Save*** button and view the summary page or

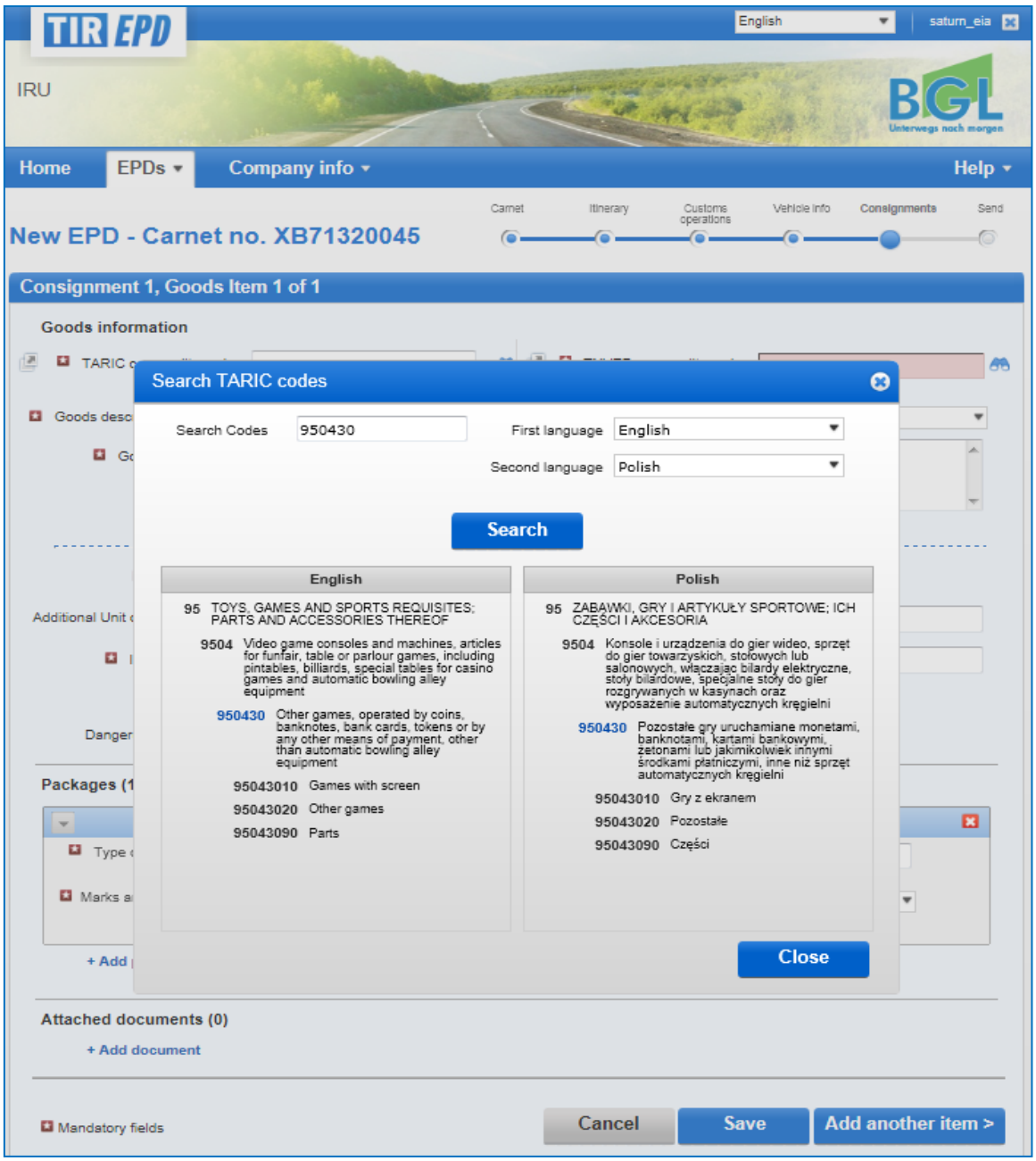
Add goods button to proceed to the goods details page. **Regardless, which button you choose to click, the information entered will be saved.**



Click ***Add Goods*** to fill in the details of the first goods item.

On the ***Goods information*** page enter TARIC (and/or TNVED) code in the appropriate field, and in this case the ***Goods description*** field remains empty for manual entry, or click on binocular icon, following which ***Search TARIC*** (or TNVED) ***code*** window will open.

In this window type either complete TARIC (or TNVED) code or minimum its first 4 digits and then click on ***Search***. You can also choose the ***Second language*** to view the code descriptions in another language. The languages in the list are subject to availability of code descriptions in these languages. This option is provided for reference purpose for those users, who wish to verify the goods description in their language.



Only the codes in blue (with hyperlinks) satisfy the customs criteria for the respective country(-ies). Click on the required code in blue and it will be inserted in the ***TARIC*** (or TNVED) ***commodity code*** field on the ***Goods information*** page. In this case the ***Goods description*** field will be filled automatically with the description, corresponding to this code, in the language depending on thepart of the table (e.g. English, Polish or Russian Cyrillic) from which you have selected the required code. However, you can edit or complement this information, or delete it in order to enter the description the way you think it is more appropriate, taking into account that it should match the description indicated in the corresponding TIR carnet.

Since the application calculates and shows all the mandatory fields based on the itinerary chosen, and in our example the itinerary includes a Eurasian Customs Union

country, the ***Goods information*** page may display both TARIC and TNVED codes fields.

If your TIR-EPD is sent both to the countries of the Eurasian Customs Union and to other countries, the goods description must be entered both in Latin characters and in Russian with the use of Cyrillic characters. To add the goods description in another language, click on +***Add another language and description***.

In the same way as for TARIC code, you can enter TNVED code, and in this case type the goods description in Russian using Cyrillic characters in the field ***Goods description 2***, or click on binocular icon, following which ***Search TNVED code*** window will open.

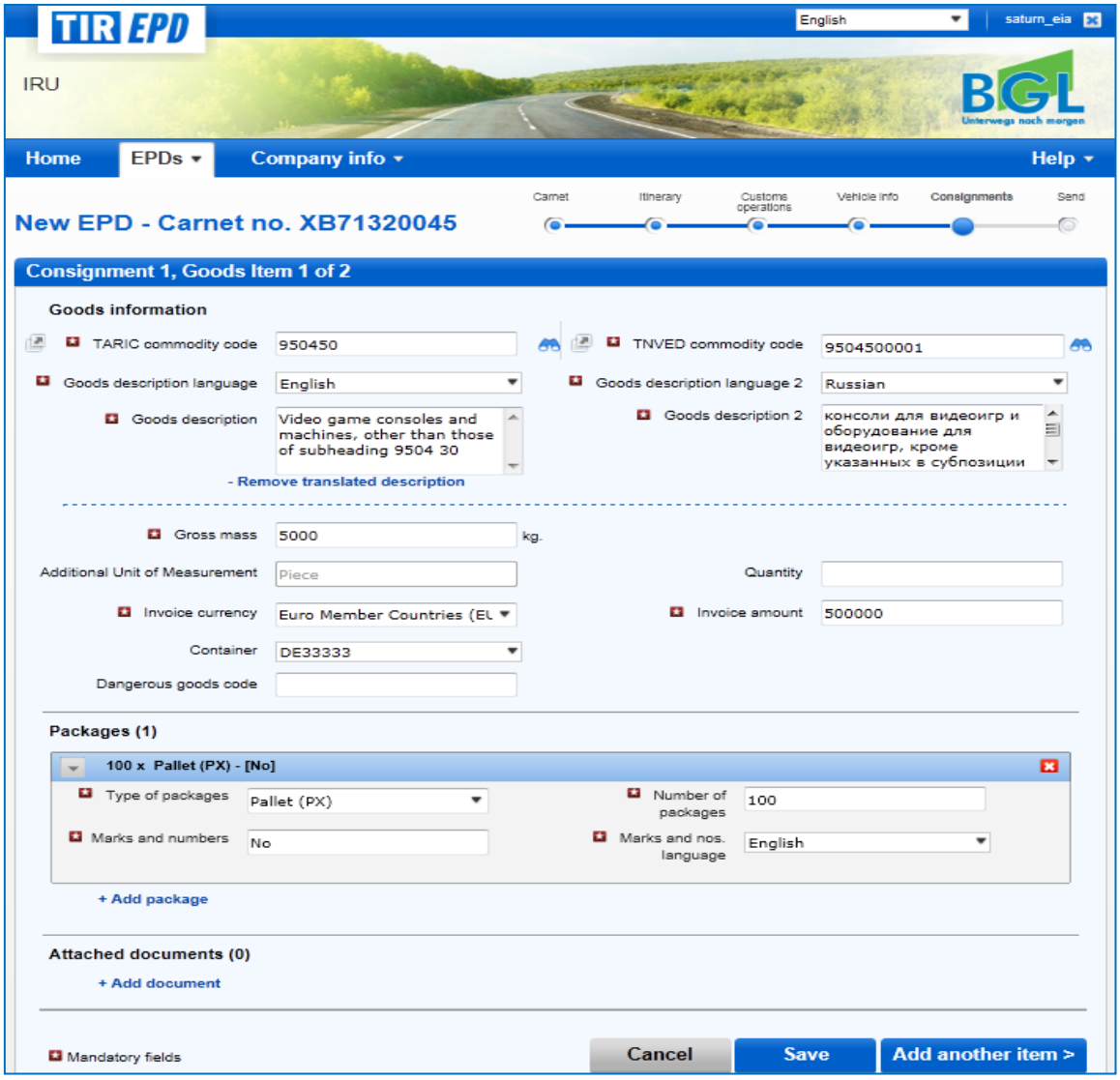
In the ***Search TNVED code*** window you can view the goods description corresponding to TNVED codes in English and in Russian. The ***Goods description*** field will be filled in English or in Russian depending on from which part of the table (English or Russian) you have selected the required code. However, it is to be remembered that the goods description must be provided in Russian with Cyrillic characters for the Eurasian Customs Union countries; therefore, it is recommended to select the codes in the part of the TNVED table in Russian.

Note:

- For goods description in Latin characters the following symbols are accepted: **a-z, A-Z, 0-9**, "**-**", "**)**", "**(**", "**,**", "**.**","**/**".

- For goods description in Cyrillic characters the following symbols are accepted*:* **a-z, A-Z, 0-9,а-я, А-Я**, "**-**", "**)**", "**(**", "**,**", "**.**","***/***".
- If automatically inserted goods description states "*Others*", or another general name of goods group with the word "other" (e.g, "*Other games*") it is recommended to manually enter the description of transported goods item in accordance with your transport documents.

Enter the remaining data on this page.



Note:

- The list of languages makes it possible to enter goods description in Russian in Latin characters, and in this case ***Russian (Latin)*** must be chosen as the goods description language, or in Russian in Cyrillic characters and in this case ***Russian (Cyrillic)*** must be chosen.
- The weight format is uniform for all languages and is generated automatically, e.g. **1 000.00** for one thousand kg (hundreds from thousands are separated by space, and decimals from units are separated by full stop).
- The field ***Additional units of measurement*** with its respective field ***Quantity*** appears according to the commodity code chosen, i.e. for those goods items, for which additional units of measurement are applicable. Possible units of measurement are given then by default in this field (e.g. number of pairs for roller skates).
- For ***Invoice currency*** you can use the automatic search function by starting typing the first letters of the country or the currency conventional abbreviation.

- For the ***Type of packages*** you can use the automatic search function by starting typing the first letters of the package type or its conventional abbreviation.
- The attached documents, which you have added at the consignment level, apply for all goods items of the given consignment. However, if you want to add one or more attached documents related exclusively for the given goods item, you can add them in the ***Attached documents*** section on the goods item page.

If you have more goods items in the consignment, click on ***Add another item*** and fill in the next goods items data. When finished, click on ***Save*** button and the application will bring you to the ***Consignments summary page***, from which you can also add goods items and another consignments, if required.

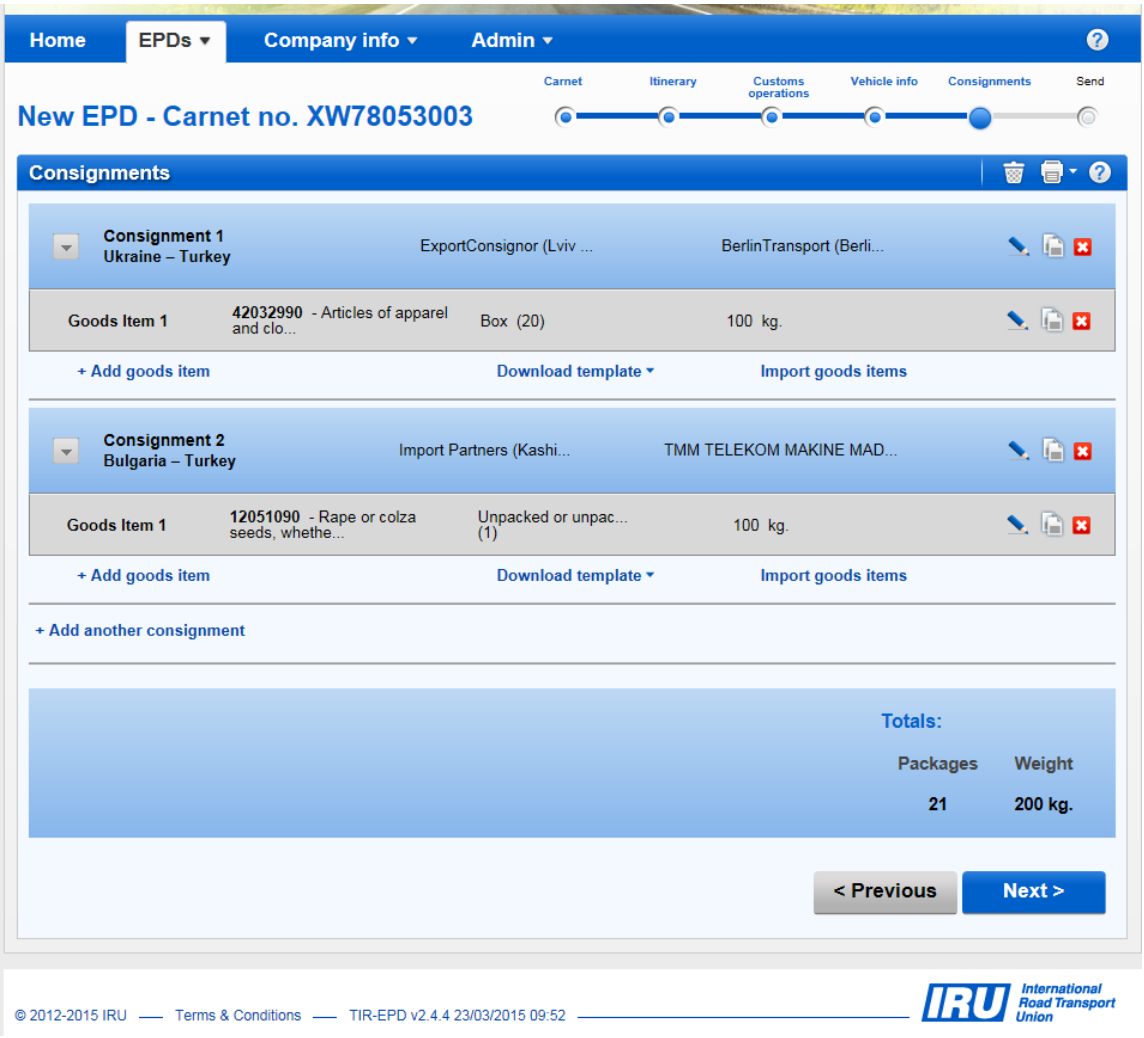
Note:

- Upon adding any subsequent goods item to any consignment, the application will fill in the ***Kind of packages*** and ***Invoice Currency*** fields with the values, entered for the previous goods item of this consignment. You may change these values at any time.

- If you have indicated one container for your EPD, the application will fill in the ***Container*** field automatically for the first goods item of any consignment. You may change this value or set the container field as empty. Upon adding any subsequent goods item to any consignment, the application will fill in the container section based on the selection made in the previous goods item.

  If the you do not use containers in your EPD, the container field will not appear on goods item page.

By clicking on the ***Duplicate goods item*** icon, you can use the function of copying the data of a certain goods item to use it for the next goods item having similar information. The copied item will be added last in the goods item list. All information related to this new goods item is copied from the previous goods item. Now to change the data of this copied goods item, click on the ***Edit*** icon and modify the information accordingly.



In the same way you can copy a consignment, which can be useful, for example, for such cases when the consignments transported to 2 places of unloading are similar. When a consignment is copied, click on the ***Edit*** icon against the added consignment to bring the necessary changes. Similarly edit the goods items within the copied consignment.

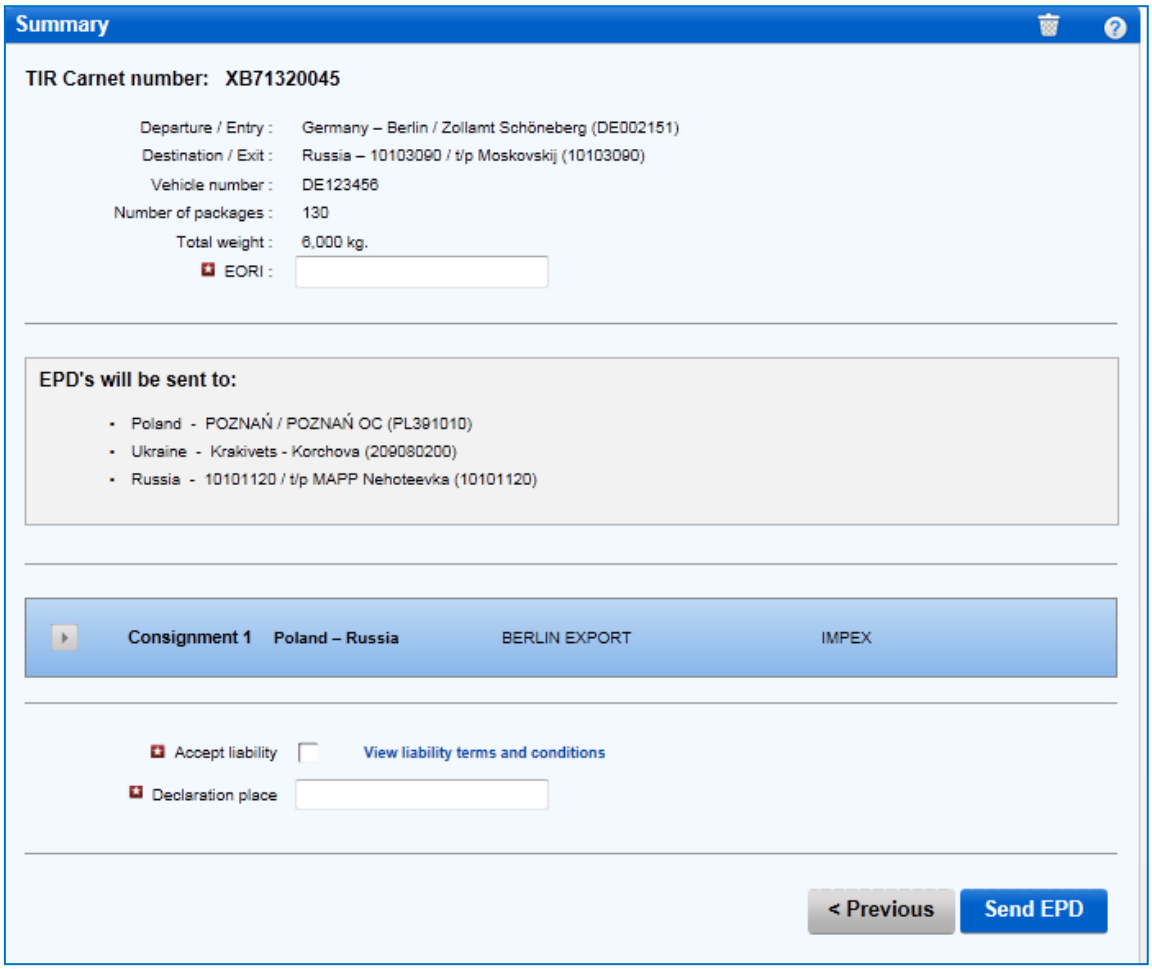
On this page you can add another goods item of the consignment and add another consignment. When finished, click on ***Next***.

Note: *One consignment must include at least one goods item.*

Step Six: Send

The next page gives you the summary of the information you have entered, including the total number of packages and the total weight. You are also informed where TIR-EPD will be sent. Check the correctness of the data; if necessary, return to the previous pages to edit the information either by pressing the **Previous** button or by clicking on the required step in the progress-bar.

1. EORI number will be filled automatically if you have indicated it in the ***Company general information***.
2. Check the ***Accept liability*** box.
3. In the field **Declaration place** enter the place, from which you are sending the preliminary declaration.Click on ***Send EPD***.


Summary
TIR Carnet number: XB71320045
Departure / Entry : Germany – Berlin / Zollamt Schöneberg (DE002151)
Destination / Exit : Russia – 10103090 / t/p Moskovskij (10103090)
Vehicle number : DE123456
Number of packages : 130
Total weight : 6,000 kg.
EORI :
EPD's will be sent to:
Poland - POZNAŃ / POZNAŃ OC (PL391010)
Ukraine - Krakivets - Korchova (209080200)
Russia - 10101120 / t/p MAPP Nehoteevka (10101120)
Consignment 1 Poland – Russia BERLIN EXPORT IMPEX
Accept liability
View liability terms and conditions
Declaration place
< Previous
Send EPD

B. Functions, which can be accessed from the "View my EPDs" page

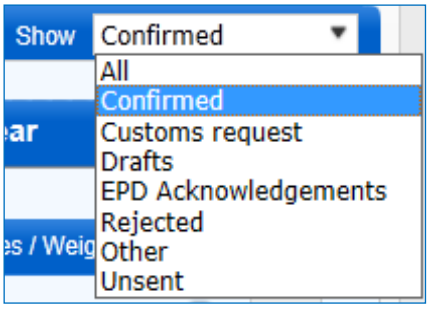
At any time you may view any EPD, which was created during the current year and last year. You can either move cursor to ***EPDs*** and then select ***View all EPDs*** from the menu or use the ***View recent messages from Customs*** shortcut on the Home page.

1. On this page you can use the ***Search Messages*** function, which allows TIR EPDs search by:

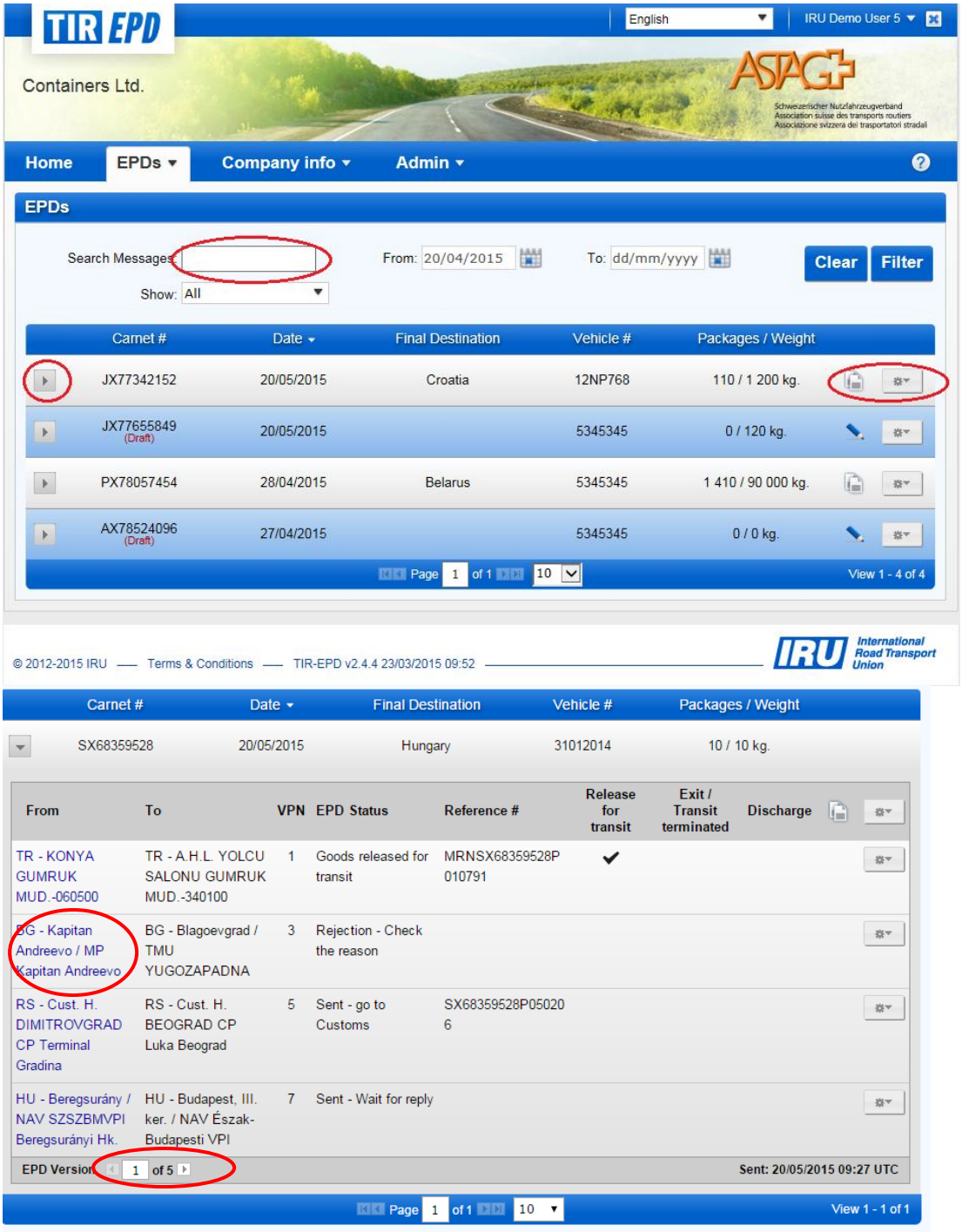
   - TIR Carnet number,
   - Country, where TIR-EPDs were submitted
   - Name and code of customs office, where TIR-EPDs were submitted
   - Vehicle registration number
   - Pre-declaration reference number
   - Period.

   To search for TIR-EPDs according to a certain criterion, type the data in the ***Search messages*** field.

2. You can also use the ***Show*** filter in order to view TIR-EPDs according to their status.

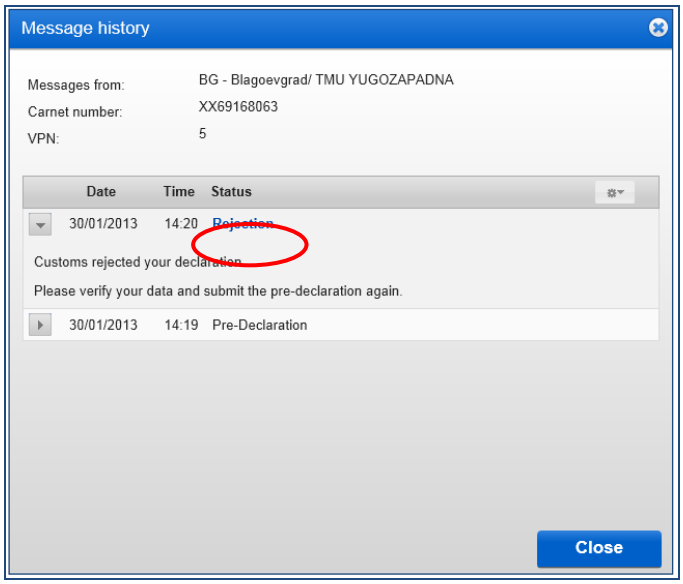


3. The table on this page shows one summary line per each TIR Carnet number. For viewing the TIR-EPD details for a certain TIR Carnet click the expansion icon . The expanded list will show you the current version of the TIR-EPDs sent to all countries for this TIR Carnet.

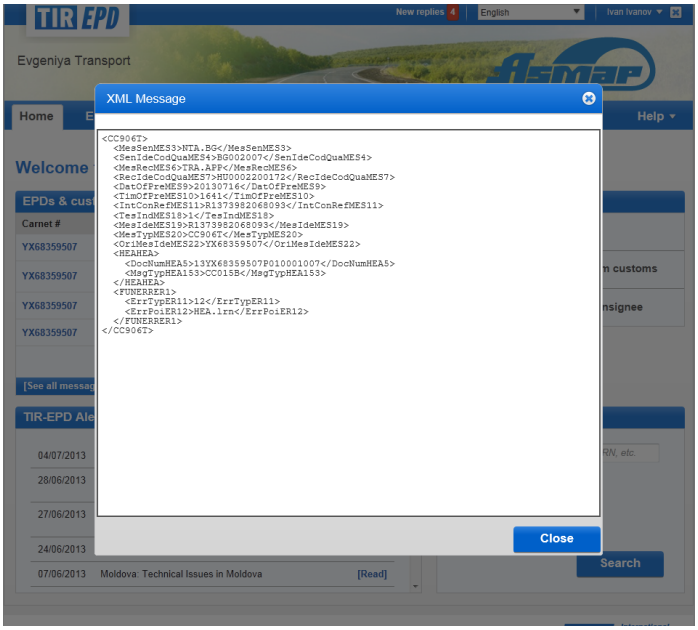


If you have submitted several versions of EPD for the same TIR Carnet, you can view the previous versions by clicking on the arrow near the “EPD Versions” field at the bottom of the table.

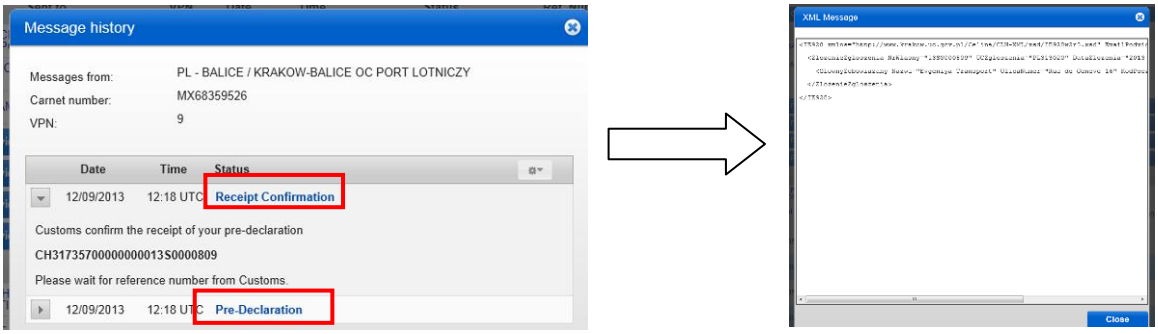
4. You can click on the customs office, where a TIR-EPD was submitted, in the first column in order to see the history of the message exchange:



If the message was rejected for some reason, you can click on the hyperlink of ***Rejection*** status to view the XML message, containing the rejection reason:



In the same way, the XML content of any other message can be seen via History screen. For this it is required to click on the respective message hyperlink. The content will appear in a pop up window:



Note: It is also possible to view the message content from TIR-EPD ***Home*** page by clicking on the respective message hyperlink in the ***EPDs & customs replies*** section.

5. By clicking on the ***Actions*** icon in each line of the TIR-EPDs table you can:

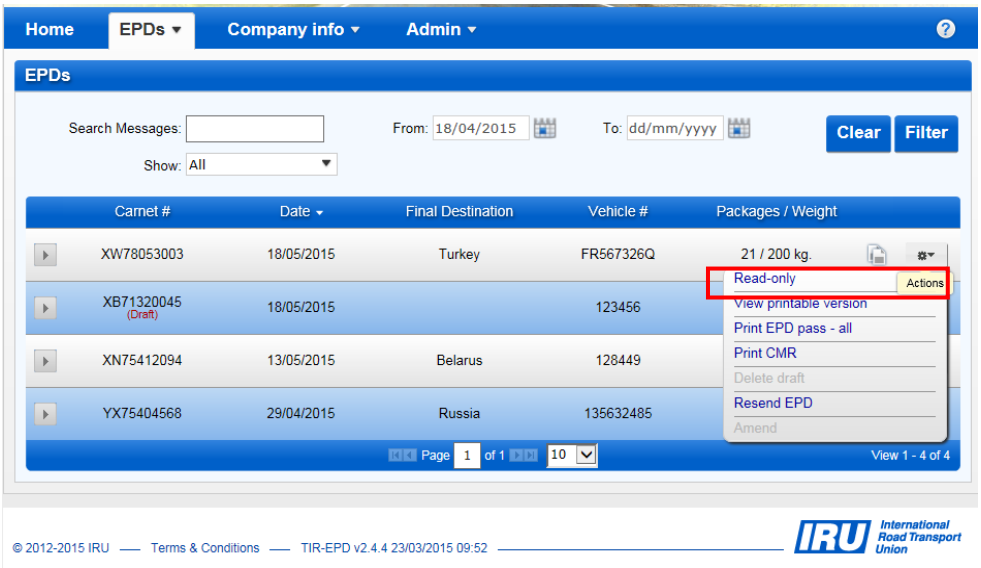
   a. View and print out the printable version of the corresponding TIR-EPD with complete summary of the information sent.

   b. Print out TIR-EPD pass either for all countries where TIR-EPD was sent for certain TIR Carnet or for one country. TIR-EPD pass is generated in 2 languages – in the language of the country where TIR-EPD is sent and in the interface language, if the interface language is different from the country language. TIR-EPD pass contains concise information, which can be presented to the customs officer.

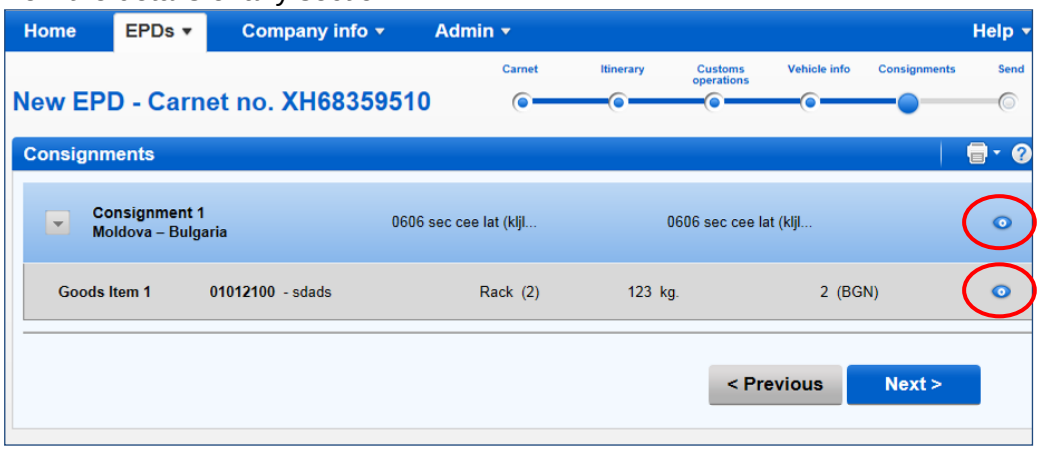
   c. Print CMR.

   d. Delete TIR-EPD draft.

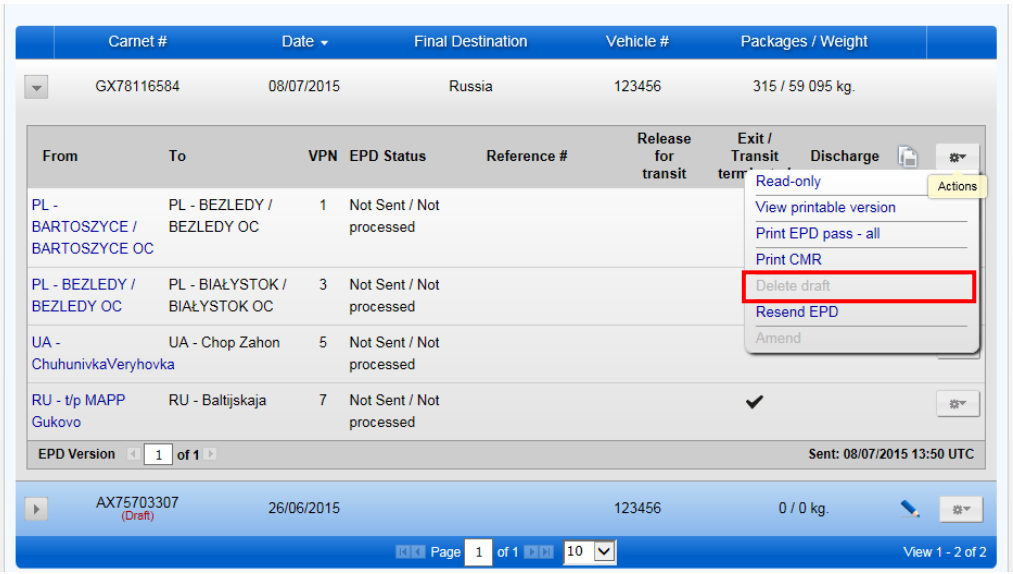
   e. View any EPD, which was send, in ***Read-only mode.***



You my jump to any step in the ***Read-only mode*** and may use the “eye” icons to view the details of any section:



f. **Re-send TIR-EPD.** This option is available for any EPD, which has already been sent.



When this option is chosen, the application will duplicate and send exactly the same EPD. It is not possible to re-send an EPD in less than 15 minutes after it has been sent initially. It is recommended to wait for customs reply for at least 30 minutes before re-sending your EPD.

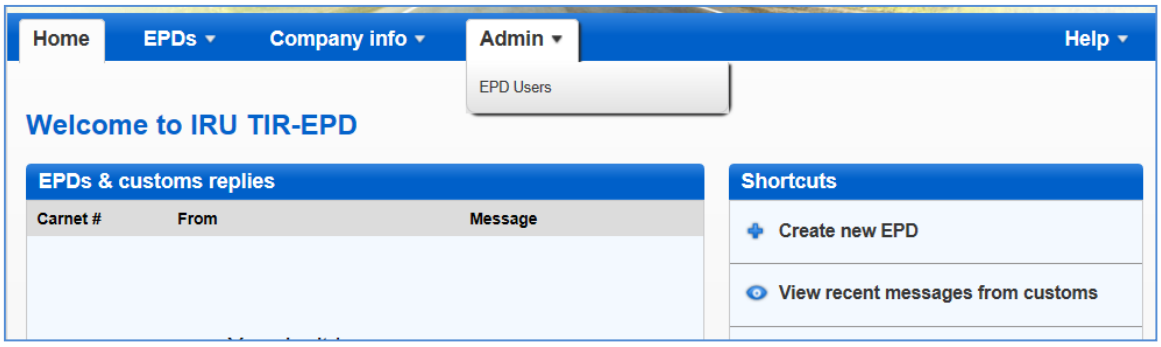
6. By clicking on the ***Duplicate EPD*** icon , you can use this TIR-EPD as a template for creating a new TIR-EPD with similar data, editing the existing data where necessary.

7. By clicking on the ***View or edit*** icon , you can continue working with the Draft EPD.

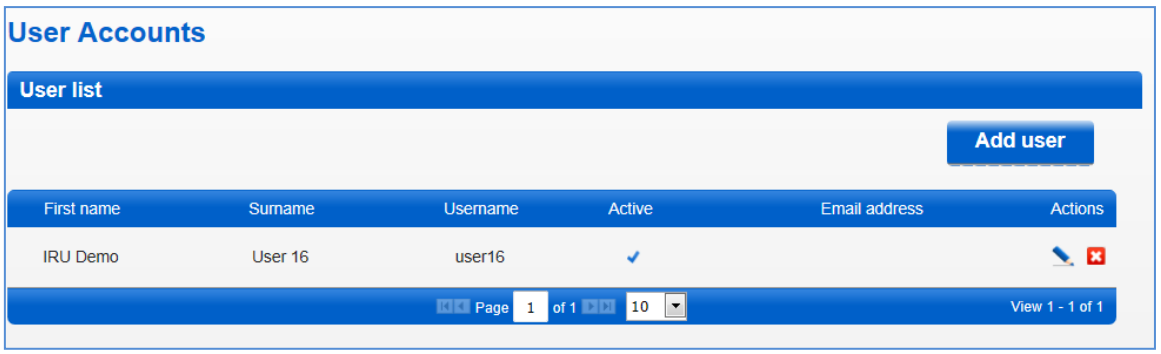
VI. MANAGE TIR-EPD USERS

A. Create TIR-EPD User

Move your cursor to ***Admin*** and select ***EPD Users***:



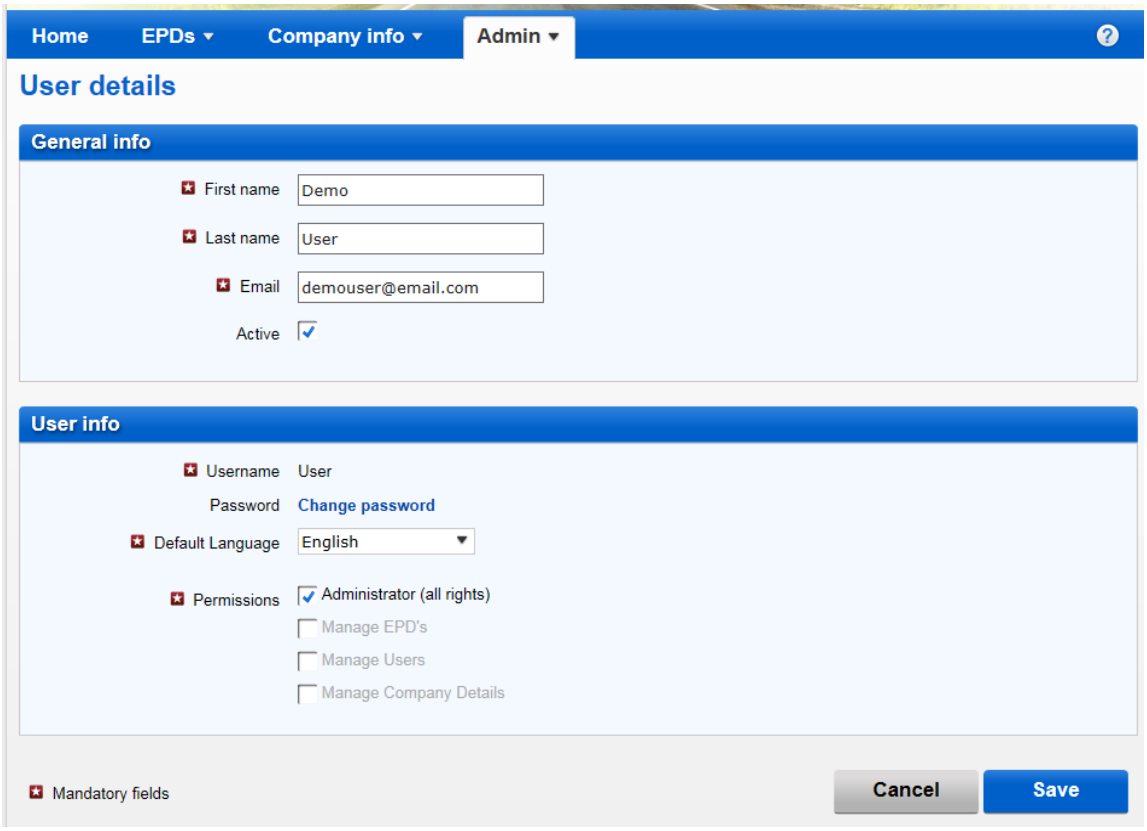
In order to add a new user click on the ***Add user*** button:



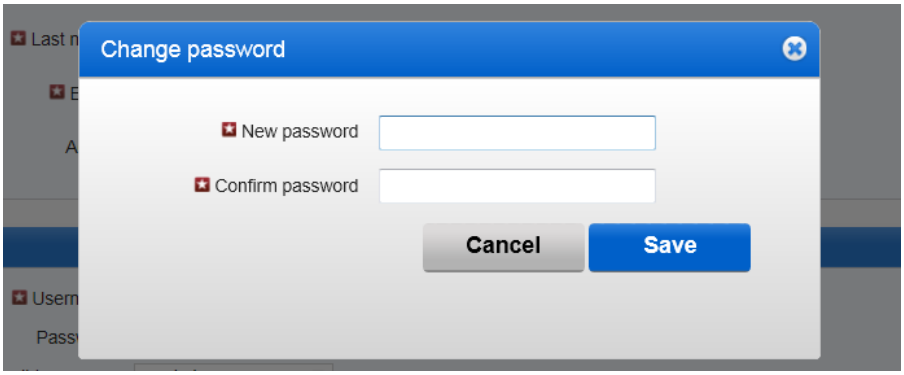
Then in the window, which will be displayed, fill the required information and click on the ***Save*** button. The new user will be displayed in the ***User list***.

B. Edit TIR-EPD User

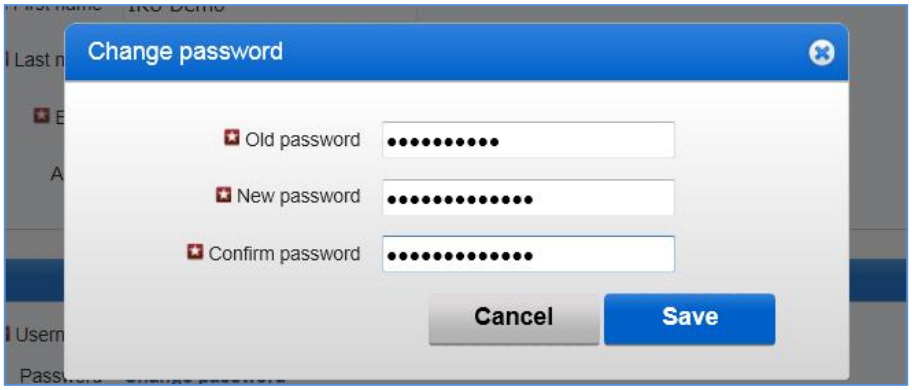
In order to edit a TIR-EPD user, click on the Edit icon in the line, corresponding to this user. In the ***User details*** window, make the necessary changes and click on the ***Save*** button.



In the same window you can also change the user's password by clicking on ***Change password.*** If you want to change the password of another user, the window will open, in which you can enter the user's new password:



If you want to change your own password, then this window will have the ***Old password*** field:



Different user rights or permissions may be granted to the Holder user through the menu on the ***User Details*** page. When a new user is created, "***Administrator (all rights)***" will be ticked by default.

The following types of Holder user rights are available:

- ***Administrator (all rights)*** – user allowed to perform any action in the TIR-EPD application
- ***Manage EPDs*** – user allowed to manage EPDs, Drivers, Partners, view the list of new messages from Customs
- ***Manage users***
- ***Manage Company details***

Any user may see the "Company details" in read-only mode, if the "Manage Company details" right was not attributed.

IRU will be able to assign the following rights to *the Association user* following the appropriate request:

- ***Administrator (all rights)*** – user allowed to perform any action in the TIR-EPD application
- ***Manage EPDs*** – user allowed to manage EPD, Drivers, Partners
- ***Manage Holder*** – user allowed to manage Holder details and Holder users

C. Delete TIR-EPD User

To delete a user, click on the Delete icon . This action will deactivate the user, who, however, will be displayed in the ***User list*** table, but with deactivated status. In case you need to activate this user again, click on the Edit icon and put a tick in the ***Active*** box.

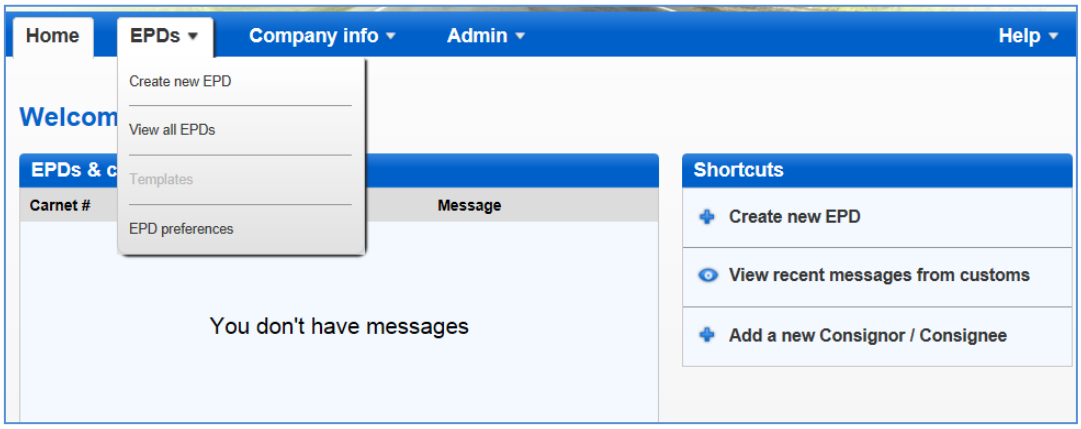
VII. CHANGE MY PASSWORD

If you want to change your own password, you can either follow the instructions given in Section VI.B or use a shortcut available in the right upper part of any TIR-EPD screen:

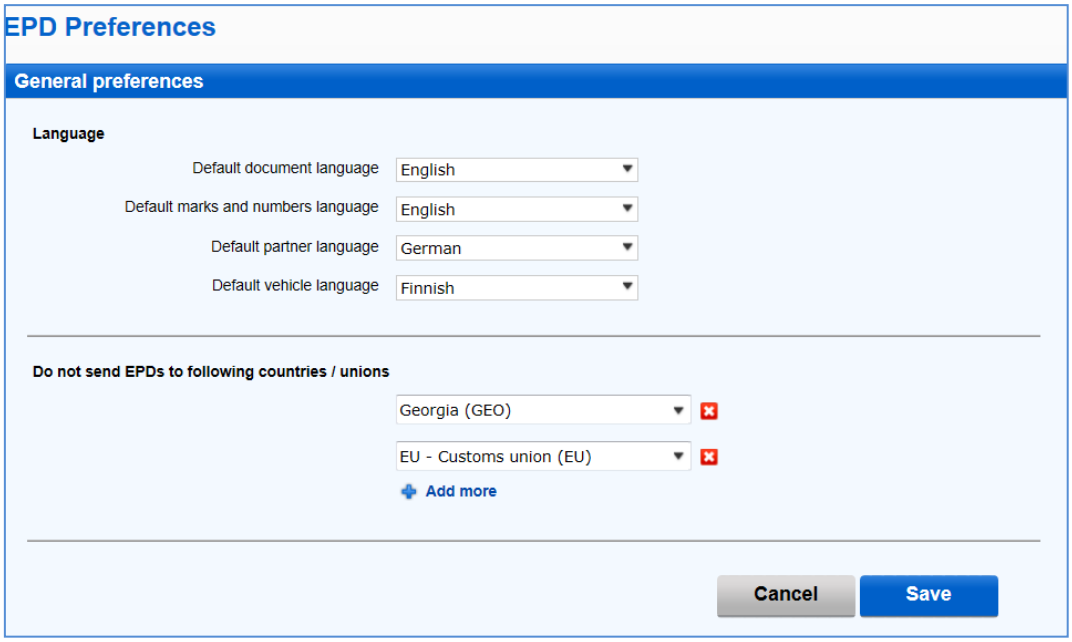
After you click on ***Change password,*** the window will be displayed, in which you will be asked to enter your new and old passwords (the same as shown above).

VIII. TIR-EPD PREFERENCES

Move your cursor to ***EPDs*** and select ***EPD preferences***:



1. In the EPD preferences window choose the language, which you would like to set by default for the mentioned fields:



2. In case you do not want to send EPD to certain countries or customs unions, you can mention them in the section ***Do not sent EPDs to following countries / unions***. You can click on ***Add more***, if you want to add more countries / customs unions to the list.

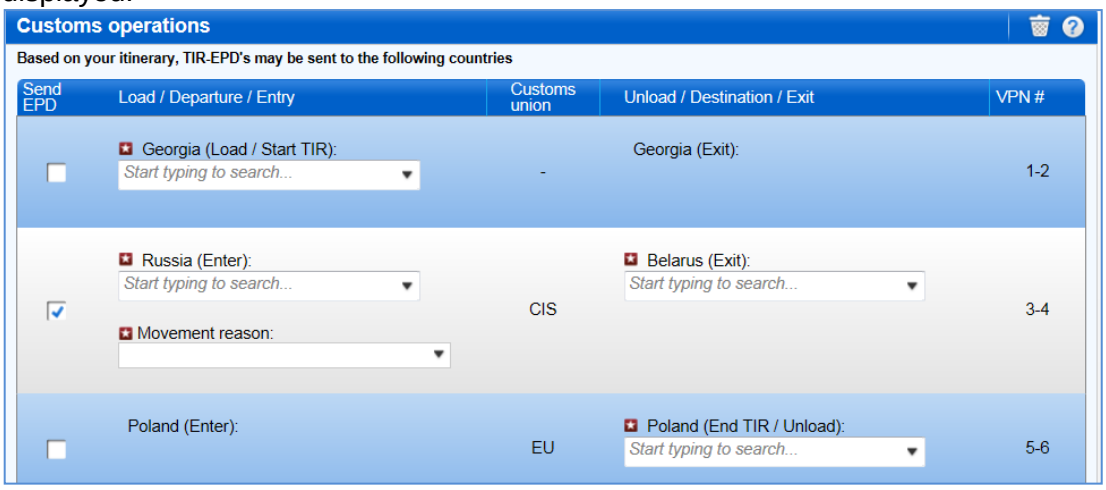
   After filling your preferences click on ***Save*** button.

Notes:

1. If you don't choose default languages in your preferences, the default language in the specified fields will be the language of the interface.

   If after saving in your preferences the countries / unions, to which you don't want to send EPD, you decide to send your TIR-EPD there exceptionally, you can put a tick

mark in the ***Send EPD*** column on the ***Customs operation*** page, when filling your TIR-EPD, following which the hidden fields, which will become required, will be displayed:



2. If you decide to copy such TIR-EPD for creating a new one, the flags choice in the ***Send EPD*** column will be saved as in the copied TIR-EPD.

* * *

ANNEX 1: LIST OF MESSAGE STATUSES

Status	Explanation
Not sent / Not processed	The IRU TIR-EPD application is in the process of sending your pre-declaration. Check the TIR-EPD status in several minutes. If your status remains the same during 10 minutes, please report it to your Association or to the IRU.
Sent - Wait for Reply	Your pre-declaration was sent to Customs Authorities, which usually send a reply message. You need to wait for the Customs Reply before going to Customs. If no reply is received within 30 minutes after your TIR-EPD was sent, please report it to your Association or to the IRU.
Acknowledgement received, go to Customs	The positive reply is received from Customs Authorities. Present the number in the "Ref. Number" column to the customs officer.
Confirmation received, go to Customs	The positive reply is received from Customs Authorities. Present the number in the "Ref. Number" column to the customs officer.
Rejected, check the reason	Your pre-declaration was rejected (was not accepted) by the Customs System. Check the reason of the rejection or contact your Association for help.
No more responses expected	You should not expect any more replies for this pre-declaration. Usually this happens when your truck has already left the Customs Office where the TIR-EPD was sent.
Reply received	Reply message received for your pre-declaration. Usually this happens when your truck has already left the Customs Office where the TIR-EPD was sent.
Sent - go to Customs	Your pre-declaration was sent to the Customs Authorities which do not reply. Present the number in the "Ref. Number" column to the customs officer.

ANNEX 2: LIST OF EXCHANGED MESSAGES

Message Type	Explanation
Cancelation Decision (EPD09)	The Customs Authorities have decided to cancel your pre – declaration after assigning the MRN Number.
Pre-declaration (EPD15)	Pre-declaration was sent to customs authorities
Rejected (EPD16/906)	Your declaration has been rejected by the Customs Authorities. Make necessary corrections and send your EPD again.
MRN Assigned (EPD28)	The MRN number has been assigned to the electronic pre - declaration
Release for transit (EPD29)	The goods have been released for transit.
Transit Refused (EPD51)	The goods have not been released for transit.
Guarantee Problem (EPD55)	There is a problem with the TIR Guarantee.
Control decision (EPD60)	Customs authorities have taken a decision to control the transported goods
Errors (EPD907/917)	The electronic pre – declaration has been automatically rejected by the Custom System due to the fact that errors have been detected in the message structure.
Message Received (EPD928)	The Custom System is able to process the electronic pre – declaration. The structure of the message is correct.
Write off Notification (EPD45)	The Customs closed the movement

ANNEX 3: CUSTOMS AUTHORITY SPECIFIC INFORMATION

A. Messages to customs

Pre-Declaration (EPD15) is sent to the customs authorities of all countries where TIR-EPD is operational.

B. Messages from customs

The Table below shows which messages can be received from Customs Authorities of different countries according to the type of messages**.**

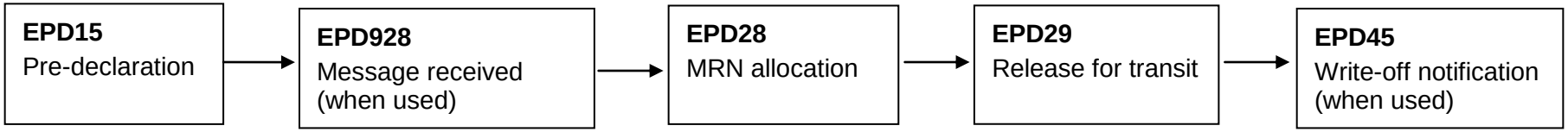
Table: Messages from Customs

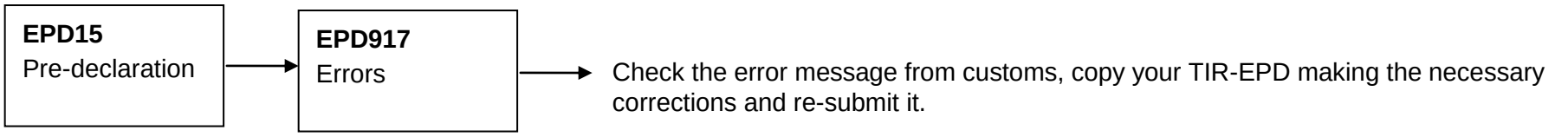
Message Type	Cancelation Decision (EPD09)	Errors (EPD917)	Guarantee Problem (EPD55)	Message Received (EPD928)	MRN Assigned (EPD28)	Control (EPD60)	Rejected (EPD16/906)	Release (EPD29)	Write-off notification (EPD45)	Transit Refused (EPD51)
AFG	No	No	No	**Yes**	No	No	No	No	No	No
BEL	**Yes**	**Yes**	No	No	**Yes**	No	**Yes**	No	No	No
BGR	**Yes**	No	**Yes**	No	**Yes**	No	**Yes**	**Yes**	**Yes**	**Yes**
BIH	No	No	No	**Yes**	**Yes**	No	**Yes**	**Yes**	No	No
BLR	No	No	No	No	**Yes**	No	**Yes**	**Yes**	No	**Yes**
CZE	No	No	No	**Yes**	**Yes**	No	**Yes**	**Yes**	**Yes**	No
DEU	No	No	No	No	**Yes**	No	**Yes**	No	**Yes**	No
EST	No	No	No	No	**Yes**	No	**Yes**	No	No	No
FIN	No	**Yes**	No	**Yes**	**Yes**	No	**Yes**	No	No	No
FRA	No	No	No	No	**Yes**	No	**Yes**	No	No	No
GEO	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	No	**Yes**
GRC	**Yes**	**Yes**	**Yes**	No	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
HRV	**Yes**	No	**Yes**	No	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
HUN	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
IRN	No	**Yes**	No	**Yes**	**Yes**	No	**Yes**	**Yes**	**Yes**	No
ITA	No	No	No	No	**Yes**	No	**Yes**	**Yes**	No	No
KAZ	No	**Yes**	No	**Yes**	**Yes**	No	**Yes**	**Yes**	No	No
KGZ	**Yes**	No	No	No	**Yes**	No	**Yes**	**Yes**	**Yes**	No
LTU	**Yes**	No	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
LVA	**Yes**	No	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**

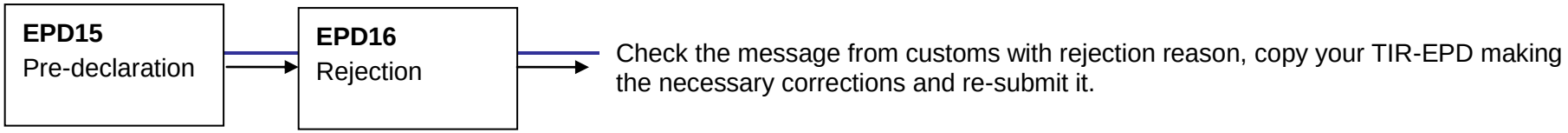
Message Type	Cancelation Decision (EPD09)	Errors (EPD917)	Guarantee Problem (EPD55)	Message Received (EPD928)	MRN Assigned (EPD28)	Control (EPD60)	Rejected (EPD16/906)	Release (EPD29)	Write-off notification (EPD45)	Transit Refused (EPD51)
MLD*	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	No	**Yes**
MKD	No	**Yes**	No	**Yes**	**Yes**	No	**Yes**	**Yes**	No	No
POL	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
ROU	**Yes**	No	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
RUS	No	No	No	No	**Yes**	No	**Yes**	**Yes**	No	No
SRB	No	No	No	No	No	No	No	No	No	No
SVK	No	No	No	No	No	No	No	No	No	No
SVN	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
TUR	No	No	No	**Yes**	**Yes**	No	**Yes**	**Yes**	No	No
UKR	No	No	No	No	**Yes**	No	**Yes**	No	No	No
UZB	No	No	No	**Yes**	**Yes**	No	**Yes**	No	No	No

*Temporarily not operational

C. Sample message flows




EPD15
Pre-declaration
EPD917
Errors
Check the error message from customs, copy your TIR-EPD making the necessary corrections and re-submit it.


EPD15
Pre-declaration
EPD16
Rejection
Check the message from customs with rejection reason, copy your TIR-EPD making the necessary corrections and re-submit it.

D. Reference numbers to be presented to a customs officer upon arrival at the customs point

Country	Reference Number	Example	Remarks
AFG	LRN	XN73776058P030004	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
BEL	MRN	12BE891228208082A0	The Customs provide the MRN Number after reception of EPD.
BGR	MRN	09BG00100500000000	The Customs provide the MRN Number after reception of EPD.
BIH	LRN	XB55012056P050006	After reception of EPD, the Customs provide the acknowledgment with the LRN Number.
BLR	Referenc e number	19400/171213/P0000001	The Customs provide a reference Number after reception of EPD.
CZE	LRN	XX12345678P010002	After reception of EPD, the Customs provide the acknowledgment with the LRN Number.
DEU	MRN	12DE891228208082A0	The Customs provide the MRN Number after reception of EPD.
EST	MRN	13EE1160EET1825300	The Customs provide the MRN Number after reception of EPD.
FIN	MRN	09FI000000000001T1	The Customs provide the MRN Number after reception of EPD.
FRA	MRN	11FR00400005956210	The Customs provide the MRN Number after reception of EPD.
GEO	LRN	XB68017544P050013	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
GRC	MRN	15GRRT133200165123	The Customs provide the MRN Number after reception of EPD.
HRV	MRN	14HR070319T0002398	The Customs provide the MRN Number after reception of EPD.

HUN	LRN	XX12345678P010004	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
IRN	LRN	SX77349584P030123	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
ITA	MRN	11FR00400005956210	The Customs provide the MRN Number after reception of EPD.
KAZ	LRN	YX66151139P030326	After reception of EPD, the Customs provide the acknowledgment with the LRN Number
KGZ	Reference number	970004/190515/0000123	The Customs provide a Reference number after reception of EPD.
LTU	LRN	HU00022001721020110054	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
LVA	LRN	00000HU0002200172302MC	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
MLD	LRN	XB68017544P050013	After reception of the EPD, Customs provide the acknowledgment with the LRN.
MKD	MRN	XT74288132P050113CUS	The Customs provide the MRN Number after reception of EPD.
POL	LRN	HU000220017213S1070904	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
ROU	LRN	IRUXX12345678P0100015	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
RUS	Reference number	10206040-30-180213-2559-7	The Customs provide a Reference Number after reception of the EPD
SVK	LRN	IRUJX72968518P0101506	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
SVN	LRN	IRUMX73618315P051375	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
SRB	TIR Carnet number	TIR carnet number	After reception of the EPD, the Customs provide the acknowledgment with the LRN.
TUR	LRN	XB68017544P050013	After reception of the EPD, the customs provide the acknowledgment with the LRN

UKR	TIR Carnet number or Referenc e Number	12UA20104180303291203	Upon receipt of Reference number from Customs, please present your TIR carnet number or EPD reference number to Customs Officer.
UZB	LRN	XB68017544P050013	After reception of the EPD, the customs provide the acknowledgment with the LRN